

## **Manager, Card Finance**

### **Key Responsibilities:**

- Perform reconcile the New York Mellon settlement amount with the Visa Incoming Report Settlement amount for issuing transaction.
- Prepare supporting document and prepare GL posting sheet for daily Silverlake posting of issuing transaction.
- Perform reconcile between Cardlink System and Silverlake for Issuing.
- Perform Credit Card payment to cardholder.
- Perform Credit and Debit Adjustment for Credit Card.
- Perform Credit Card Chargeback & adjustment.
- Follow up Credit Card collection for staff, Secured and Unsecured Card.
- Prepare Monthly Fee Waiver Report.
- Prepare Monthly Collection Report.
- Prepare Monthly Income & Expense Credit Card.
- Filling document.
- To perform any other duties assigned from time to time by Card Centre Manager and Head of Retail Financial Services.
- To maintain the Bank's good image of high standard of service to external and internal customers.

### **Knowledge Skills and Experience:**

- Recognised Degree in Economics, Finance, Business Administration, Accounting, or banking related disciplines.
- Good in verbal and written English.
- Strong communication and interpersonal skills.
- Attentive to detail and accuracy.
- Computer literacy in MS Word, Excel and Power Point.

### **How to apply:**

Please submit your application via email: [careers.kh@cimb.com](mailto:careers.kh@cimb.com)

Or call us at 081 240 333