

A bank PCL

Vacancy Announcement

Ayeyarwaddy Farmers Development Bank Public Co., Ltd (A Bank PCL) is currently looking for the following positions for **Agent Banking & MPS Department**. Passionate and motivated candidates are welcomed to apply as per mentioned below contact address.

Position: Deputy Manager or Manager

1 Post

Job Descriptions

- Supervise and manages the day to day financial operations and support to different agent / branches such as daily closing, settlement and reconciliation
- Advise and support to HOD for planning, budgeting, and accounting
- Responsible for accounting management across the Agent network.
- Liaising with related stakeholder on identification of the new prospective agents in the market while ensure compliance of KYC as per regulation and business requirements.
- Implementing the policy, guidelines
- Track and monitor the performance of agent banking
- Perform any other duties as may be assigned by the immediate supervisor from time to time
- Review data and information market/competitor's analytics reports and support to necessary report to Senior Management for business strategies
- Prepare necessary reports
- Work close with Accounting and Reporting Department and Branch Operations Department to smooth Agent operation
- Follow policies and procedures; complete administrative tasks correctly and on time; supports the Bank's strategies, goals, and values!
- Performs other related duties as assigned.

Job Requirements

- A Bachelor's degree preferably with concentration in Business, accounting, Management and Economics
- Minimum of 10 years of financial services experience
- Minimum of (2) years Managerial experience and (2) years accounting experience in Banking
- Having knowledge on banking regulatory framework and guidelines on Agent Banking
- Having excellent oral and written skills as well as sound computer literacy

- Able to work under pressure and have positive mind-set
- Experience in market research, analysis and business development
- A good understanding of Risk, Compliance policies and procedures
- Microsoft Excel skills, proficiency in all other Microsoft Office applications, Reporting and presentations Skills
- Flexibility with work hours, including ability to work on holidays and weekends when necessary; ability to travel for business.

To Apply:

Interested candidate can apply together with updated CV to Human Resources Department.

Head Office Address : No. (108), Corner of Kabaraye Pagoda Road and NatMauk Road, Bo Cho (1) Quarter, Bahan Township, Yangon.

Phone (Viber) : +95 9765653413

Email : recruitment@abank.com.mm