

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - TRANSACTION BANKING OPERATIONS ANALYST				
Sector	Financial Services			
Track	Operations			
Occupation	Transaction Banking Operations Analyst			
Job Role	Transaction Banking Operations Analyst			
Job Role Description	<p>The Transaction Banking Operations Analyst plays a supporting role in providing documentation, reconciliation, transaction processing support and reporting in relation to trade finance, cash management and securities services. His/Her responsibilities encompass preparing, checking, approving and maintaining requests and documents relating to transactions. He will also monitor transactions to ensure there are no outstanding requests and perform reconciliation for various plan types to ensure it meets the reporting needs of companies involved.</p> <p>The Transaction Banking Operations Analyst is highly detail-oriented in his work as he handles the processing of numerous transactions and documents on a day-to-day basis. He is also a strong team player as he collaborates with various internal and external stakeholders.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Perform transactions processing	Key Tasks	
			Prepare, check and approve transactions	
			Review and compile trade finance documents	
			Ensure error-free processing and issuance of Letters of Credit	
			Monitor disbursement work queues and process various disbursement requests	
			Undertake journal request processing	
			Prepare product agreements, setup forms and account documentation as needed for cash management implementations	
	Undertake reconciliation processes	Monitor outstanding bills and flag out long outstanding bill items to ensure no backlog in processing occurs		
		Mitigate occurrence of non-compliance documents after shipment		
		Complete reconciliation for various plan types		
		Provide input to develop or modify procedures and controls in order to reduce risk		
	Prepare reporting	Identify discrepancies for both import and export documents under Letters of Credit		
		Ensure checks and searches related to Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT) are completed and obtained prior to processing new trade bills		
		Prepare reconciliation of accounts according to reporting needs of companies		
	Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)
Asset and Liability Management		Level 3	Problem Solving	Intermediate
Cash Flow Reporting		Level 3	Communication	Intermediate
Collateral Management		Level 3	Teamwork	Intermediate
Data Governance		Level 3	Interpersonal Skills	Intermediate
Ethical Culture		Level 3	Digital Literacy	Intermediate
Financial Statements Review		Level 4		
Financial Transactions		Level 2		
Risk Management		Level 3		
Standard Operating Procedures Development		Level 3		
Technology Application		Level 3		
Trade Finance Management		Level 3		
Treasury Management		Level 3		

Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services
--------------------------	---

The information contained in this document serves as a guide.