

## Job Advert Details

Some careers have more impact than others.

If you're looking for a role where you can continue to make an impression, take the next step at HSBC where your contributions will always be valued.

In Wealth and Personal Banking, we serve 41 million customers globally, including 6.7 million who are international, from retail customers to ultra high net worth individuals and their families. We help our customers to take care of their day-to-day finances and to manage, protect and grow their wealth. Our international network and breadth of expertise enable us to deliver on HSBC's purpose of opening up a world of opportunity by providing our customers with borderless banking and world-class wealth management through best-in-class, mobile-first capabilities and exceptional people. Our key areas of operations include Retail Banking and Wealth Management, Asset Management, Global Private Banking, Insurance, and Chief Operating Office.

We are currently seeking an experienced professional to join our team in the role of Liabilities and Payments Officer.

### Principal Responsibilities

- Support liabilities team in managing end to end operations related to liability products.
- Product parameter checks to be conducted periodically to ensure smooth operation of all products.
- Carry out monthly product related activities to meet both product and regulatory guidelines.
- Conduct data analysis to support drive liability function including payments and conduct data processing, data entry activities.
- Support clean-up activities related to liability products/operations/payments and complete the activities with precision.
- Work with Data & Analytics, Front line and Customer Experience teams in resolving product related issues.
- Interact with team members and key stakeholders to deliver a seamless journey to WPB liability customers objectives and key results including payments/ liability products and secured overdrafts.
- Ensure awareness of compliance requirements and implementation of Group Compliance Policy. Maintain awareness of operational risk including its identification, assessment, mitigation and control, loss identification and reporting in accordance with FIM guidelines.
- Ensure timely provisioning in fusion and accurate and timely processing of vendor payments.
- Document management - disseminating information, drafting presentations and documents file and document management.
- Record administration in maintaining records, information resources and data sources.
- Support to action on audit points and issues in a timely manner.

### Requirements

- Educational qualification in business/ finance or marketing.
- Experience in front line in customer management and product knowledge would be an added advantage.
- MS Excel, MS Power Point & analytical skills.

When applying please submit a full resume.

You'll achieve more at HSBC.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.