

# Careers, by BUTTERFIELD.



## Take a step in the right direction.

At Butterfield, we provide financial services with a personal touch, we focus on results, we value relationships, and we celebrate success. If that sounds like your kind of company, then consider this opportunity to become part of a collaborative team of professionals at a world leading, independent offshore bank and trust company.

### Supervisor – Bulk Deposits

This position reports to the AVP Bulk Deposits/ATM/Vault and is responsible for supervising the daily operations of the Banking Operations Bulk Deposits team.

#### Your responsibilities will include:

- Supervising the Bulk Deposits daily operations including conducting performance appraisals, arranging staff training, scheduling and ensuring appropriate coverage at all times
- Ensuring Bulk Deposits adhere to established policies and procedures at all times.
- Ensuring all reconciliations are balanced and customer investigations are completed.
- Ensuring cash limits are adhered to at all times.
- Managing the output and accuracy of staff processing commercial, ATM and no-wait deposits.
- Assisting with the development and implementation of effective processes and procedures for the department and identifying enhancements to daily work flows,
- Undertaking any other tasks as required
- Performing reversals and overrides, and maintaining vigilance for unusual or suspicious transactions

#### Your qualifications and skills include:

- High school diploma and five years' work experience with proven knowledge of all aspects of a financial services operational area with at least five years handling large cash volumes
- Undertaken with proven completion of a Supervisory Management Course.
- Excellent written and verbal communication skills as well as good interpersonal skills
- Ability to plan and deliver service to meet or exceed internal and external customer expectations
- Proficient in Microsoft Office products.
- General knowledge of Banking products, ledger balances, excellent customer service concepts and anti-money laundering policy and procedures.
- Must be flexible with work hours and perform overtime as necessary to ensure work and team is completed and balanced. Able to work afterhours on short notice.
- Strong organisational and problem solving skills, excellent attention to detail and customer service orientated.

#### Banking Operations

Butterfield's Banking Operations team supports millions of financial transactions globally across all of our banking locations. Our customers range from personal bank account holders to corporate and wealth clients. Banking Operations is a fast-moving environment, where innovation is at the heart of the team's everyday responsibilities to provide services that keep Butterfield at the forefront of financial services.

#### Why Butterfield?

With more than 1,200 financial services professionals across ten international jurisdictions, the Butterfield experience is enhanced by robust learning and development opportunities, comprehensive benefits, and preferred rates on a variety of proprietary financial services. Guided by our core values—approachable, collaborative, empowered and impactful—we provide a respectful environment where the diversity of our employees and the talents and experiences they bring are celebrated and valued. With a 160-year tradition of service excellence we empower individuals to achieve their goals and make a positive impact on our business, our clients and our communities.

#### Does this sound like you?

All applications should be forwarded via e-mail to [resumes@butterfieldgroup.com](mailto:resumes@butterfieldgroup.com).

#### Closing date:

Monday 9 August 2021

***Let's start a conversation.***



[butterfieldgroup.com](http://butterfieldgroup.com)

