

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.

Main Cash Vault Administrator

Reporting to the Vault Supervisor, Bermuda Operations, this position is responsible for maintaining the cash levels in the ATMs according to established guidelines and procedures.

Your responsibilities will include:

- Verifying incoming and outgoing cash to ensure accuracy and alerting the Supervisor of any discrepancy or irregularity.
- Ordering cash from local and overseas vendors to ensure our vault limits are maintained
- Issuing and receiving cash from branches and customers
- Preparing paper money for destruction and coordinating with the Bermuda Monetary Authority
- Sorting coins and notes using machinery
- Replenishing, reconciling and balancing ATM cash
- Monitoring and maintaining ATM balances
- Completing customer ATM claims in a timely and accurate manner.
- Servicing the scan coin machine to ensure it is fully operational.
- Processing transactions in the various banking systems and balancing the vault daily.
- Maintaining main draft stock and distributing as required.
- Gathering and compiling data for statistical reports
- Performing any other duties which may be deemed necessary for the efficient running of the department.
- Working a minimum of 35-hours a week.

Your qualifications and skills include:

- High school education with good mathematics (GCSE/RSA) and at least three years banking experience.
- A thorough knowledge of handling large and multi-currency cash volumes with high accuracy and dependability
- Good planning and organisational skills with the capability of assisting the Supervisor in leading support staff to meet goals in a deadline driven environment
- Ability to deputise in the absence of the Supervisor
- Adherence at all times to the underlying principles of the organisations values and confidentiality
- Ability to consistently meet deadlines and prioritise tasks
- Ability to work flexible hours and overtime as necessary

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 1,300 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.

Closing date:

Wednesday, 20, April 2022

Let's start a conversation.



butterfieldgroup.com



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