

**Position: Officer CPU Clearing & TDR**  
**Division: Operation Division**  
**Location: Head Office**

**Required Qualification & Experience:**

Graduate/ Postgraduate degree preferably M.Com / MBA in Marketing, Finance or Economics or equivalent from an HEC recognized university. Minimum 5-7 years' relevant experience in clearing and TDR centralized operations.. Acquainted with updated banking & prudential regulations, branch banking controls, banking practices and procedures.

**Main Duties & Responsibilities**

- Checking all GIs of clearing at the start of the day.
- Responsible for Scrutiny of all Inward clearing Cheques & posting of Normal/ Same day / Intercity Cheques on behalf of all Pakistan Branches of FWBL.
- Emails to Branches where need of signature verification, CBC, Confirmation of cheques and any other reason.
- To prepare return cheques including return memo, return bag and marking of return on NIFT site page.
- Settlement entries of clearing on Pan Pakistan basis.
- Correspondence & follow-ups with branches to get reply before clearing time. Posting of return entries.
- Correspondence with branches to post their particular entries in inward clearing on time.
- Balancing GL'S on a daily basis at day end, respective GL'S should be zero at EOD.
- Binding of Daily Vouchers & their Record retention.
- Processing of Term Deposit Issuance / Renewal / Encashment and Premature Encashment of all Pakistan Branches of FWBL & dispatching of TDR Receipts to Customers & arrange timely balancing of all GLs.
- Zakat Marking on TDRS in ABIII & record maintenance.
- Cancellation of all CALL Deposits (CDR) as per request of branches.
- Posting of all entries pertains to TDRs, CDRs, Prize Bonds, Clearing in ABIII.
- Maintenance of Inward Mail Register.
- Any other assignments given by the Supervisor.