

Position: UH- Policy & Governance
Division: Risk Management Division
Location: Head Office Karachi

Experience & Qualification:

- 5-8 years of experience in accounting (experience in the financial services sector a plus)
- Self-motivated and detail oriented
- Consistently demonstrates clear and concise written and verbal communication skills
- Flexible & maintain professional demeanor at all times
- Managing Client Relations - Not fully necessary but would be advantageous
- CPA or commensurate local accreditation

Main Duties & Responsibilities:

- Responsible to clear balance level and account level exceptions within the prescribed timelines and/or any other deadlines set out in the process
- Responsible for delivering client money regulation activities as per SLAs
- Follow pre-set escalation protocols to highlight high value & aged exceptions and raise red flags for any process deviations
- Timely resolution of balances & account level exceptions through consistent follow up with business stakeholders
- Being vigilant on anything suspicious or out of ordinary are appropriately escalated to immediate supervisors
- Partner with business units to assess & streamline processes in order to mitigate risk
- Generate efficiencies through continuous improvement initiatives & challenging the status quo
- This is a challenging role in a global, real time environment with exposure to wide range of financial products
- Training, both on the job training and presented training courses
- Increased Product knowledge & exposure to clients and other departments within Citi
- This is a great opportunity for a candidate looking to work in a controls environment.
- The role will provide a high level of exposure to internal clients and enable the candidate to develop their client service skills
- This is a necessary requirement for anyone hoping to progress into a more senior role within the Reconciliations department
- Hone the skills to work in a demanding, time sensitive and risky process
- Culture carrier within the firm
- Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency, as well as effectively supervise the activity of others and create accountability with those who fail to maintain these standards.

- Any other task assigned by the Line Manager/ Management is to be performed to the best of his/her capability.”