

Residual Balances Fund¹

Manager

The Residual Balances Fund is looking for a Manager to (i) assist the Senior Manager in general office operations and (ii) be responsible for the handling of bank depositor accounts.

The duties for the post of the Manager may be viewed in [Annex A](#).

The selected candidate will have effective communication skills, both written and verbal; a proven ability to build work independently; be motivated to take on challenges and quickly evaluate risks; make informed recommendations to the Senior Officer; have an ability and willingness to work in a challenging environment and under pressure.

Qualifications and experience required are specified in [Annex B](#).

¹ The Residual Balances fund was set up by an Act of Parliament to facilitate the transfer of deposits to depositors of banks whose licence is withdrawn.

Annex A

Duties of Manager

The duties of Manager include:

- a) assisting the Senior Manager in any of his/her duties under the said Officer's direction.
- b) correspond with, and process applications received from, Bank depositors for refunds of their deposits as per the Fund's guidelines, compile reports thereon for the Senior Manager, and action refunds as authorised by the Fund Committee.
- c) the keeping of IT databases updated with correct information for the Fund's accounts system and Fund's bank accounts.
- d) assisting the Senior Manager by preparing memos.
- e) co-ordinating with the Fund's Procurement Advisor in the use of the e-procurement system (ePPS) in an efficient and effective manner to expedite matters and achieve results.
- f) monitoring the timely submission of the Fund's Accounts and Reports.
- g) handling of correspondence (electronic or otherwise) and follow-up.
- h) be responsible for general administration of the offices, including cleaning, provision of services, stationery and suppliers, etc.
- i) assist in the preparation, monitoring and enforcement of the Fund's policies (Privacy, Document Retention, etc).
- i) update the Fund's web-site and handle queries received through the web-site.
- j) any other duties as assigned by the Senior Manager.

Annex B

Qualifications and experience required

- (i) be in possession of a recognized Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in Business Management or Business Administration or Project Management or Management Studies or Banking and Finance or Law or Accounts or recognised comparable professional qualification at MQF Level 6 in Accountancy.

AND

- (ii) have two (2) years proven management experience.