

JUNIOR TRADE FINANCE BANKING OPERATIONS

(English and German)

At Talan we are building a new team to support partner our client operations in Madrid in the banking sector.

Why Talan?

Would you like to support organizations on their way to the future? From Talan Spain we make it a reality through digital transformation. We put people at the center and rely on collective intelligence, diversity, pragmatism and agility. We believe in environments based on trust, excellence, collaboration, flexibility, diversity and respect.

What we offer?

It's a unique chance to be a part of a new multilingual team and grow your professional career in the Banking and Financial sector. You will begin with a specially designed training and we will provide you with all you need to ramp up successfully in your new role. Also, at Talan Spain we never stop learning new things and you will be able to participate in weekly trainings sessions, virtual coffees, knowledge centers on subjects like digital transformation, Agile, Project Management, Scrum, etc.

If you like challenges and continuous learning, this is your team!

Find out more about Talan:

<https://es.talan.com/actualites/detail/news/discover-talan-in-2-minutes/>

REQUIREMENTS

- **English and German – level C1/C2 (fluent/native) is a must**
- University Degree in Finance, Banking or similar
- Availability to work full time
- The job is located in Madrid
- Knowledge of Microsoft Office tools (Excel, Word)

SOFT SKILLS

- Enthusiastic and eager to learn
- Self-motivated
- Team player
- Detail oriented

TASKS

Main Middle and Back-office for Bank Guarantees

- Processing of Guarantees issued on behalf of the Bank's clients or other branches/subsidiaries/correspondents, direct/indirect with due regard to legal, compliance and risk aspects.
- Performing controls to ensure compliance with internal and regulatory regulations.

- Communicating with the European Sites, Global Trade Service, Compliance & Legal Departments and other Banks.
- Registering the transactions within the Bank tools, ensuring a high level of accuracy in the records.
- Managing the invoicing to clients and correspondent Banks, ensuring a high level of accuracy in terms of calculations of Guarantee fees and production of invoices.
- Ensuring invoices and accounting entries are aligned, performing accounting adjustments when necessary.
- Managing the payment of fees to Correspondent Banks.

Main Middle office for Documentary Trade

- Business Monitoring (BAU)
- Verify that all approvals are in place (from Credit Risk, Compliance and Legal) in order to proceed with client requests
- In coordination with the Back-Office, ensure that letter of credit transactions are in conformity with client instructions, UCP Publication 600/ISP98, and the Bank's credit/compliance procedures
- Ensure timely processing of sensitive transactions and report to management any unusual or intricate transactions requiring review, discussion and or approval

WORK CONDITIONS

- Full time employment contract
- Smart Office Pack
- Training and Career Development
- Be a part of the Multinational Team
- Benefits & Perks like private medical insurance, life insurance, lunch and transport cards as part of the flexible remuneration pack