

PAYMENT CLERK - LEGAL DEPARTMENT

The Job holder is responsible to perform a variety of administrative and service provider payment related work with regards to litigation work and other units of the department and to assist the lawyers in the department in their routine legal work.

THE JOB

- Invoice Processing and Information Gathering such as accurately identifying relevant department, branch, customer name, and debit account number upon receipt of invoices.
- Communicating with the relevant officers of the Bank to retrieve the required details to initiate service provider invoices.
- Select the appropriate payment type based on the information provided.
- Scan and save the original invoice in a designated folder before initiating such invoices through the system. Create a new ticket in the system and complete the required details for processing.
- Maintaining registers and a data base at the Legal Department by inputting the required details.
- Liaising with litigation lawyers/ Vice President Legal and other stakeholders of the Bank in order to complete the service provider invoices through the system.
- Request online fund transfers or pay orders for service providers. Update records upon receipt of pay orders and prepare covering letters to accompany the pay orders. Dispatch the pay orders to service providers via registered post or hand delivery and maintaining records.
- Prepare a grid containing fund transfer details and forward it to service providers via email upon completion of the payment process.
- Proactively identify the issues related to delays in the payment approval process (if any) and take prompt action to resolve the issues.
- Establish effective communication channels with the relevant departments concerned.
- Collaborate with the invoices.
- Collaborate with relevant stakeholders to implement process improvements that streamline the payment approval process, reduce delays, and minimize the need for repeated contact.
- Maintain accurate and up-to-date records of all communication with the liaising departments and branch personnel.
- Track the effectiveness of implemented solutions and maintain records of the outcome.
- Generate reports as required by the management to provide visibility into the process and highlight areas for further improvement.
- Ensure timely follow-up with the liaising departments and branch personnel to secure alternate arrangements.
- Monitor the progress of each case and take necessary action to escalate any outstanding issues.
- Keep all stakeholders informed of the status update and provide regular feedbacks.

THE PERSON

- Possess part qualifications in Legal
- Possess at least 3-4 years of experience working in a law firm/ for a lawyer
- Possess knowledge on MS Office packages
- Pay attention to detail and be able to work under pressure
- Possess good communication, presentation skills
- Possess planning and organizing skills

Above position is at Junior Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before **30th November 2023**

We will correspond only with the shortlisted applicants
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Vice President Human Resources