



## External Job Posting

### Branch Verification Officer

The Bank of The Bahamas Limited, a premier provider of financial services in the region, is dedicated to excellence and innovation in banking. We are seeking a **Branch Verification Officer** to join our growing team and drive the expansion of the Bank's presence within the corporate segment.

**Position Overview:** The **Branch Verification Officer** is responsible for ensuring the bank's policies and procedures are adhered to, thereby minimizing operational risk and ensuring that the Bank is being closely monitored.

This position is responsible for contributing to Branch Operations' overall success by providing targeted operational-risk oversight to the Assistant Branch Manager of Service and the assigned Officer-in-Charge. The focus is on attention to detail, efficiency in performing duties, and providing robust support to the Branch Operations Retail Team. Success in the Branch Verification Officer role will be achieved by meeting the goals set by Branch Operations and working closely with branch staff.

#### Key Responsibilities:

- Monitor general ledger balances of the Branch.
- Ensure that financial transactions conducted by operational units are properly authorized.
- Ensure that transactions are properly recorded.
- Ensure that risk management systems are effective.
- Ensure that the policy and procedures governing 'Suspense Accounts' are followed.
- Act in the capacity of records manager and file custodian for the branch.
- Actively support the promotion of Bank products, services and alternative delivery channels.
- Ensure the accurate processing, posting, and maintenance of daily transactions initiated by customers or management.
- Monitor an account for all negotiable items, stamps, cash keys, combinations and user ID's consigned to his/her custody.
- Verify the accuracy and completeness of transactions and maintenance data.
- Assist with the implementation of changes to operating procedures/systems to increase efficiency and meet Bank regulations.
- Ensure compliance with Service Level Agreements of other departments.
- Ensure compliance with regulatory requirements, anti-money laundering (AML) and counter-terrorist financing (CTF) standards, as well as bank policies and procedures across all products, services, and customer transactions.

#### Minimum Qualifications & Experience:

- An associate degree, or Institute of Financial Services Certificate, and two (2) to three (3) years supervisory banking experience in related area.
- In-depth knowledge of Bank services, policies and procedures specific to assigned area.
- Core math skills to perform activities in assigned area.
- Supervisory skills to explain expected standards, provide ongoing coaching and provide performance feedback.
- Analytical skills to audit work performance to standards; troubleshoot exceptions and resolve customer problems.
- Strong Oral/written communication skills.
- Knowledge of governmental and banking laws, regarding improper practices such as money laundering and suspicious transactions.
- Experience with bank networks, core banking applications, and Microsoft Office.
- Ability to work as a team member with other branch staff.

#### Why Join Us?

- Be part of a high-performing team that values innovation and excellence.
- Competitive salary, performance-based incentives, medical insurance (including life, dental, and vision), and a robust pension plan.
- Be part of a team that values your expertise and invests in your success!

**Deadline to Apply:** Tuesday, July 22, 2025, at 4:30pm

**Application Submission:** Please email your application to [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com).