

## ABOUT CAMBRIDGE

Cambridge Global Payments is a leading provider of integrated cross-border payment services and risk management solutions. As a trusted partner for over 20 years, Cambridge delivers innovative solutions designed to mitigate foreign exchange exposure and address unique business needs. Our award-winning capabilities and industry-leading technologies simplify the way businesses connect with the global marketplace. As one of the largest bank-independent providers globally, we are flexible and responsive, with offices across North America, Europe, and Australia. Learn more at [cambridgefx.com](http://cambridgefx.com) and follow us on [Twitter](#) and [LinkedIn](#).

Role Title	Validation and Settlements Associate
Business Unit	Operations
Location:	Toronto, ON
Reports To:	Global Head of Operations

## ROLE FUNCTION AND PURPOSE

The successful candidate will be responsible for the day-to-day operations of the validation and settlements team. The successful candidate will complete the daily deliverables for our global client base specifically the timely delivery of all outbound transactions (ACH, EFT, International and Domestic Wires).

## KEY DUTIES AND RESPONSIBILITIES

- Validating the data input, ensuring that all relevant information has been obtained and local routing requirements are met.
- Participate in the settlement process of spot and forward orders adhering to specific client details in an efficient and accurate manner;
- Oversee the beneficiary creation and validation process supporting outbound settlements of all global currencies (Majors, Minors, Exotics) across all delivery channels (Wire, ACH, EFT, Cheque)
- Ensure funds reach our global clients and beneficiaries in a timely manner with the highest degree of data accuracy and confidentiality
- Work closely with internal business units to improve service delivery and work flow efficiency.
- Create and maintain strong working relationships with our banking partners;
- Comply with all applicable policies, standards, guidelines and controls; and
- Ad Hoc projects as requested

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## **EDUCATION AND EXPERIENCE**

- Degree/ Diploma in Business, Finance, Marketing, or related field;
- 3 + years of previous experience in an administrative capacity;
- Experience in the financial/banking industry would be an asset with exposure to and understanding of global payment formatting requirements (major, minor, and exotic markets)
- Experience with SWIFT banking system, payment processing and payment investigations;
- Fully proficient with MS Office (Word, Excel, PowerPoint, Visio and Outlook);
- IT literate with the ability to quickly learn new systems;
- Ability to multi-task, prioritize and work independently under tight deadlines in a fast-paced environment; and
- Ability to work efficiently and accurately with minimal supervision.

## **ABILITIES AND ATTRIBUTES**

- Team player with a strong customer service focus;
- Exceptional interpersonal, verbal and written communication skills;
- Strong sense of professionalism and customer-service oriented;
- Detail oriented with demonstrated levels of accuracy;
- Highly organized and able to multi-task effectively in a fast paced environment;
- Able to follow policies and procedures and understand operational risks; and
- Proven ability to deliver results within required deadlines.

## **HOW TO APPLY**

Please forward your resume and cover letter outlining how your experience relates to our requirements to [employment@cambridgefx.com](mailto:employment@cambridgefx.com), quoting the role title in the subject line.

No phone calls or agencies please.

Cambridge is an equal opportunity employer. Please contact Human Resources by phone at [416 646 6401](tel:4166466401) or by email at [humanresources@cambridgefx.com](mailto:humanresources@cambridgefx.com), if you require any accommodation in order to fully participate in our recruitment process.

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