

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2. General Enterprise Banking Operations and Support
(Key Function – 2.7 Foreign Exchange and Money Market Related Transactions Processing)

Title	Perform checking on foreign exchange and money market related transactions
Code	109232L4
Range	Checking and verifying foreign exchange and money market related transactions initially conducted by co-workers. This applies to the entire process of foreign exchange transactions processed in various channels.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate proficient knowledge related to foreign exchange trading by providing advice and checking on the operation processes of foreign exchange and money market related transactions; • Understand the operational procedures and features of the whole suite of the bank's foreign exchange and money market related transactions processing and apply the knowledge to handle enquiries and check the transactions performed under irregular circumstances; • Possess knowledge in relevant regulations and code of conduct in processing transactions and apply it to identify their implications on foreign exchange and money market related services. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Examine the transactions to ensure compliance with standard operating procedures and escalate to carry out suitable actions to deal with emergency and exceptions; • Track and analyse in detail the purchase and selling activities and identify suspicious transactions; • Identify deviances from standard operating procedures, conduct investigation and carry out rectifying actions; • Act as first line approval for different types of entries, checks, draft or act as an authorized signer when necessary. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Maintain a complete record of checking activities and potential risk of fraud; • Check the job performance of co-workers related to foreign exchange and money market related transactions to check whether the relevant standards are met; • Gather and analyse all relevant information on the foreign exchange and money market related transactions systematically to prevent irregularities and frauds.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Reviewing the entire process of foreign exchange and money market related transactions processing; • Identifying and handling irregular circumstances to ensure service quality.
Remark	