

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	Process foreign exchange and money market related transactions
Code	109233L3
Range	Processing the whole range of foreign exchange and money market related transactions for enterprise banking clients. This applies to enterprise banking clients of different segments and instructions provided through different channels (e.g. face to face, internet, mobile banking, etc.).
Level	3
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 sound knowledge related to foreign exchange trading by executing the operation processes of foreign exchange and money market related transactions effectively; • Understand the operational procedures of the bank's foreign exchange and money market related transactions processing and apply the knowledge to handle enquiries and irregular circumstances; • Possess knowledge in relevant regulations and code of conduct in processing transactions of foreign exchange and money market related services. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Verify authenticity of information submitted by clients against foreign exchange account mandate and request for further information if necessary; • Process transactions in foreign exchange account in accordance to standard operation procedures; • Process instructions of clients to execute different types of FX sale or purchase transactions (Spot, Forward, Future, Swap or Option, etc.) in accordance to standard operation procedures; • Calculate and review the amounts of interest receivable of different accounts and interest charges on overdrawn accounts. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Follow the relevant regulations and code of conduct in handling clients' personal data and processing foreign exchange and money market related transactions; • Process transactions according to clients' instructions precisely and verify the appropriateness and correctness of the transactions to ensure that compliance of established standards is met; • Seek proper authorization when transaction amount exceeds the limits stated in the bank's policy.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of foreign exchange and money market related transactions to fulfil the requests of clients and in compliance with the bank's guidelines.

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Remark	
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