



Join one of the leading
corporate banks in Latvia



We are part of **OP Pohjola**, the leading financial service group of Finland established in 1902 providing a comprehensive range of banking and insurance services to private and corporate customers. OP is Finland's largest employer in the financial sector with approximately 14 000 finance professionals, including more than 150 employees in the Baltic states.

OP Corporate Bank plc Latvia Branch (reg. no. 40103212230) provides financial services to legal entities and is an important financial partner for the largest corporate and public sector companies in Latvia since 2008. Being part of a large and strong financial group allows us to provide high-quality professional financial services and ensures consistent availability of credit resources and a competitive edge in the local market, including products that promote sustainable economy.

We are looking for a

Settlement specialist

As a Settlement specialist you will ensure smooth daily payment operations and provide support to the Cash Management team with customer inquiries and contract administration.

In this role you will

- monitor, manage, daily payment activities according to procedures
- investigate and cancel daily payments according to procedures
- execute daily and monthly settlements
- participate in AML/KYC processes
- respond to inquiries from customers and internal teams
- administrate customer contracts and other related documentation
- perform reporting tasks related with payment services area
- participate in cash management projects including service enhancements
- collaborate with other Settlement specialists across Latvia, Lithuania, Estonia, and Finland.

You have

- a minimum of 2-3 years of experience in payment operations within the financial sector
- good understanding of SWIFT platform (message search, creation, and payment execution) and European and global clearing and settlement systems
- understanding of AML and KYC topics
- high level of accuracy and attention to detail in processing transactions and preparing documentation
- understanding the nature of currency conversion transactions
- ability to prioritize and effectively resolve incidents related with payments
- ability to actively learn and contribute
- excellent communication skills and collaborative spirit
- excellent Latvian and English language skills both written and spoken (English language proficiency is required because the role involves communication with international colleagues and customers, as well as the use of internal systems and documentation that are available only in English)
- experience in preparing and registering confirmations and other documents, checking and preparing audit certificates will be considered an advantage.

We offer

- collaborative and positive working environment built on transparency, respect, and sustainability
- stability and opportunities for long-term professional development
- comfortable office located in the heart of Riga (this position requires working in the office)
- monthly salary starting from 2200 EUR gross and annual bonuses
- company culture that supports wellbeing and work-life balance, with a comprehensive benefits package.

Does this job fit your talents and seem right for you? Don't hesitate to apply online [here](#).

In case of any queries or issues please reach out to us at agata.anca@talentor.com.

We will contact the candidates selected for the second round.

OP Corporate Bank plc Latvia branch will process your personal data to identify a candidate and evaluate suitability for the position before concluding an employment contract. More information on the processing of personal data, its purposes and legal basis, as well as the rights of the data subject, can be found in the privacy notice on the OP Corporate Bank plc branch in Latvia website at www.opbank.lv.