

# Senior Assistant - Branch Credit

 Closing Date: 28th February 2025

## Job Profile

- Assisting the growth of Branch Credit Portfolio
- Handling of Approval Process for Excesses/TODs and subsequent follow up
- Marketing Leasing products to New Clients (Clients Visits / Supplier Visits)
- Processing of Credit Appraisals and post monitoring of leases and Recoveries
- Preparation/supporting of documentation including leasing documentation
- Handling MIS on Branch Asset portfolio
- Promotion of customers relationships and loyalty campaigns on Leasing products
- Follow-up of facility reviews and other necessary renewals
- Follow-up on DPD reports, recovery and updating feedback
- Assist in managing bucket flows and reduce impairment
- Follow-up on SAM and collection accounts, updating Branch on current status
- Identifying and escalating early warning signs for action
- Updating and monitoring covenants
- Attending to DCU & IAD findings on house keeping
- Cross selling and supporting branch operations

## Special Skills

- Excellent knowledge in banking operation, credit, Leasing Operations trade finance and current accounts
- Basic credit knowledge to raise approvals for cash backed and temporary facilities
- Excellent knowledge in computer packages
- Knowledge on Current Account based services
- Ability to work under pressure

## Experience & Qualifications

- Minimum of 4 years experience in a Bank/Financial Institution with exposure to Credit

OR

- Minimum of 3years experience in a Bank/Financial Institution with exposure to Credit
- A part qualification in Banking /CIM/CIMA/ACCA or 1 year of a 3 year degree program