



Job Description

JOB TITLE	Senior Trade Finance Officer
LEVEL/BAND	MM22
DEPARTMENT	Commercial Business Unit
DIRECT REPORT (JOB TITLE)	Trade Finance Manager

Overall Purpose of the Position

To assist the Trade Finance Manager in the management of the Trade Finance Unit by attending to required tasks relating to the provision of Trade Finance' products and services to the Bank's customers including Risk Participations and Special Guarantees.

Assist in the organization, coordination and controlling of activities relating to Trade Services and contribute towards the achievement of the objectives of the Trade Finance Unit.

Operational Responsibilities

- To support the Trade Finance Manager and contribute towards the achievement of the objectives of the Trade Finance unit.
- To manage the Trade Finance Unit's transactions in accordance with established policies and procedures and handle the day-to-day requirements of the Trade Finance Unit.
- To participate in meetings with customers and evaluate requests for the provision of Trade Finance products and services, ensuring the delivery of an excellent service to customers.
- To support the staff within the Commercial Business Unit in particular by providing guidance on transactions related to Trade Services.
- To negotiating with customers the best terms and conditions possible for the Bank.
- To review the Daily Excess Report and ensure that exposures are approved by the appropriate approving authority, including the timely preparation and submission of AD15's (Excess Reports) when necessary.
- Work closely with the Manager Trade Finance in the delivery of an excellent service to customers particularly in the provision of Trade Finance products and services, submit any reports and/ or supervise any projects and activities as may be directed from time to time.

- Participate in management projects and the development of policies and procedures including through activity in working groups.
- To contribute towards the achievement of the Annual Operating Plan.
- To identify and contact potential customers with the aim of winning new business and to meet annual targets set in terms of growth in the lending portfolio and generation of ancillary income.
- To mentor, coach and support staff.
- To prepare returns, reports, statistics and other ad hoc reports relating to the Trade Finance Unit.
- To supervise, co-ordinate and schedule the activities of any direct reports and ensure that their work is efficiently performed in accordance with established targets, policies and procedures.

General Responsibilities

- To submit any reports and/ or supervise any projects and activities as may be directed from time to time.
- Leads, inspires and coaches team members to achieve their targets while supporting their professional and personal development.
- Participates in management projects and the development of policies and procedures, including through activity in working groups.
- Perform any other duties that may be reasonably assigned.
- Ensures compliance with all relevant laws, policies, and regulations as a matter of course.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Customer driven with strong focus on quality of service.</p> <p>Have good verbal and written communications skills.</p> <p>Be reliable, organised, meticulous and prepared to work under pressure.</p> <p>Be a team player while still being able to work independently when needed.</p>	<p>A minimum of one year's experience of working in Trade Services.</p>	

	Excellent analytical, troubleshooting and interpersonal skills.		
DESIRABLE			Ideally possess or is in the process of obtaining a professional qualification in a relevant area such as banking, finance, accounting, risk, compliance or related field.