



POSITION: TRADE FINANCE ASSISTANT

DEPARTMENT: TRADE FINANCE

REPORTS TO: HEAD OF TRADE FINANCE

JOB PURPOSE STATEMENT

- Assist the Trade Finance department in Administrative & Reporting duties, particularly management of stocks held by the Bank as collateral to credit facilities in liaison with Business Development & Account Relationship Managers.
- He/she will ensure that documents of title pertaining to trade related transactions and contracts are executed and kept in safe custody, besides receiving and analyzing collateral management and monitoring reports for trade related facilities. Also responsible for liaising with Trade Operations for efficient transaction processing and customer service.
- The holder may assume Business Development roles as assigned by supervisor from time to time.

KEY RESPONSIBILITIES

- **Middle Office responsibilities (50%), including:**
- Facilitation and execution of contracts related to Structured Trade Finance such as MRPA documents, CMA documentation, TPHC/SWC requests, and follow up on title documents from collateral managers. **30%**
- Facilitation of Release Orders for various products upon sight of funds or otherwise as agreed with the client. **10%**
- Reconciliation of stocks against cash / loan positions. **10%**
- **Business Development and Sales Effectiveness Roles (50%) including:**
- Preparation of departmental and sales pipeline reports. **10%**
- Liaising with Trade Operations for efficient transaction processing to ensure superior customer service by minimizing complaints and disputes. **35%**
- Develop work own plans and setting SMART goals that are consistent with the Bank's overall strategic objectives. **5%**

COMPETENCE REQUIREMENTS

TECHNICAL COMPETENCE REQUIREMENTS

- Technical knowledge of Trade Finance products and processes.

- Ability to analyze data and prepare presentations.
- Ability to identify risks in Trade transactions and propose measures to mitigate them.

LEADERSHIP COMPETENCIES

- Ability to originate work plans to achieving desired strategic objectives
- Good judgment in the context of work assignments
- Above average interpersonal, selling and negotiation skills
- Well- developed writing and oral presentation skills
- Strong IT skills.
- Ability to keep abreast with contemporary issues in International Trade Finance

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- An upper 2nd class Honors degree from a recognized University.
- Professional qualification in trade related courses i.e. CDCS, CITF.
- At least 4 years' banking experience. Trade Operations experience is mandatory.
- Demonstrate in-depth technical knowledge and proven analytical skills in trade finance with good problem- solving skills.
- Ability to work conscientiously and independently with minimal supervision. This calls for a person of high integrity and motivation.
- Ability to network with other staff to obtain high standards of performance
- Ability to plan and coordinate sound financial management.
- Compliance with set policy guidelines and meet crucial deadlines.
- Good knowledge of banking Products
- Sound negotiation and interpersonal skills.
- Excellent Customer care and basic credit skills.
- Pleasant, outgoing, aggressive and self-driven.