

## VACANCY

### **CORPORATE OPERATIONS SUPERVISOR - DURBAN CORPORATE**

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

#### **CORE PURPOSE OF THE JOB**

To support the Corporate/Relationship managers in the back-office management of corporate clients and to manage the credit application process with respect to all finance applications by supporting and guiding credit analysts, ensuring quality credit proposals, adherence to bank policies and procedures as well as Shariah compliance.

#### **MAIN FUNCTIONS OF THE JOB INCLUDE:**

##### **Customer Relations & Back Office Functions**

- Assists the Corporate / Relationship managers with back- office operational management of the corporate clients
- Accompanies the Corporate / Relationship managers on client visits/review meetings as and when required
- Attend to administrative queries for corporate clients
- Assist corporate clients in the absence of the Corporate / Relationship managers.
- Liaises with Corporate clients in respect of administrative / credit application queries and other related information requirements.
- Assists Corporate / Relationship managers to sign documents with corporate clients as and when required.

##### **Credit Application Process**

- Together with the Corporate / Relationship managers meet with clients to assess finance requirement and review of facility requirements
- Attends to processing of applications and completes credit application within the specific time frame, as per the information of a client provided by the Corporate / Relationship managers
- Reviews information for credit / review of facility application and allocate to and brief credit analyst as to requirements
- Discuss risk issues and/or additional information requirements with the Corporate / Relationship managers
- Liaises with clients to obtain information and clarify queries with clients in order to complete credit /review of facility application.
- Guides and advises credit analyst on the preparation of the credit / review of facility application
- Assesses credit / review of facility application ensuring accuracy, correctness, adherence to policies and overall quality is met as per required standards
- Manages risk issues and administrative queries of various committees

##### **Supervision of Staff**

- Assists with the delegation of duties to the credit analyst and ensure timeous completion of tasks
- Guides, advises and trains/coach credit analyst in their daily tasks and ensures that they have necessary skills to perform their roles efficiently
- Assists the Corporate Manager with the completion of Performance reviews for the credit analyst.

## **Facility Reviews**

- Maintains a register of facility reviews and obtains information from facility clients in order to timeously complete reviews before expiry date
- Advises Corporate / Relationship managers of facilities needing review and establish time frame and requirements to complete review
- Manages allocation of reviews to credit analysts, brief on requirements and ensure timeous completion
- Review applications and ensure relevant credit committee risk issue / queries are addressed

## **Reporting**

- Responsible for ensuring that required reports are completed accurately and timeously

## **QUALIFICATIONS**

- Relevant Accounting / Finance degree

## **PREFERRED EXPERIENCE**

- At least 2 years' experience in Credit / Sales environment either as Credit Manager / Credit Analyst

## **KNOWLEDGE**

- Ms Office
- Credit Policies and Procedures
- Shariah Banking principles
- Banking policies and procedures
- Basic knowledge on the Banks Products and Services
- Finance and Accounting

## **SKILLS REQUIRED**

- Good communication skills, written, verbal and numeric
- Ability to work under pressure
- Ability to meet strict deadlines
- Proficient in Microsoft Office Programs with advanced excel skills
- Accuracy with attention to detail
- Excellent understanding of accounting
- Trustworthy
- Ability to manage time
- Confidentiality
- Integrity
- Professional

It is an inherent requirement of the job that the following checks be conducted:

- ITC
- Matric

- Criminal
- REDS
- Reference

- Due to this being considered a critical position at the Bank, notice of termination of employment is 3 months

Please send your CV an application form to [hr@albaraka.co.za](mailto:hr@albaraka.co.za)