

Join Our Team



MANAGER CREDIT ADMINISTRATION

REPORTS TO: HEAD OF CREDIT

JOB SUMMARY

Oversee and supervise activities in the Credit Administration unit of the bank to facilitate and support excellent post credit approval excellent customer experience and risk management of the credit portfolio.

MAJOR DUTIES & RESPONSIBILITIES

- Ensure strict adherence to pre- disbursement and post-disbursement conditions
- Ensure that disbursement of credit facilities is compliant with the bank's credit policy and applicable regulations
- Ensure compliance with all Credit policy, regulatory and statutory requirements in risk management of the credit portfolio.
- Manage the delinquent accounts process as per policy and ensure that that action plans for such accounts are effectively adhered to.
- Ensure accurate reporting of provisions, interest in suspense and reconciliation thereof by 5th of the new month.
- Ensure daily monitoring of the Portfolio at Risk and advise the Head of Credit on action plans
- Proactively and continuously monitor credit facilities on the Bank's book and ensure that credit polict and other applicable laws and regulations are adhered to in a bid to avoid operational issues.
- Ensure that the credit approval documents are reviewed and all approval terms including covenants, conditions, risk triggers, call reports are diarised and tracked. Any breaches are to be brought to the attention of the Head of Credit for remedial action.

- Work in partnership with the Legal Department to ensure all requisite documentation is provided and properly executed prior to disbursement
- Ensuring an up to date securities register
- Ensure timely submission of reports to the regulator i.e. weekly BOU forex commitment report, quarterly monitoring report and quaterly agrucultural lending returns, e.t.c.

MINIMUM EDUCATION QUALIFICATION

- Bachelor's degree in a relevant discipline
- Professional and/or post-graduate qualification in a relevant field will be an added advantage

WORK EXPERIENCE

A minimum of 5 years' cognate experience in Banking with a minimum of 3 years in a Credit function support role.

KEY REQUIRED COMPETENCIES & SKILLS

- Deep understanding of risk management and internal controls
- Analytical and Investigation Skills
- Sound understanding of banking industry, including regulations
- Excellent oral and written communication
- Excellent stakeholder management
- High integrity assessment tools

To apply, send your application to;
recruit@orient-bank.com

Closing Date;
Friday, 24th September, 2021 at 5:00PM

Orient Bank is regulated by Bank of Uganda and Customer Deposits are protected by the Deposit Protection Fund of Uganda.



www.orient-bank.com