

## VACANCY

### **CREDIT ANALYST - HEAD OFFICE - DURBAN**

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

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

To provide support to the Head Office Credit division by assessing application for finance that falls within the different credit mandates of the Bank. Provides recommendations on every application prior to that application being vetted by the delegated authority. Submits requests for finance to the Board Credit Committee and Board of Directors for approval. Responsible to compile reports for submission to various Regulatory authorities; and will be required to act as a Back-up function for other credit analyst tasks in the department.

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

##### **Senior Management Credit Committee / Management Credit Committee - Vetting of Applications**

- Reviewing and analysing applications within MCC and SMCC mandates, assessing credit risk and ensuring that all regulatory (NCA, Companies Act etc) and internal policies (Credit policy) are adhered to, for recommendation to Management.
- Process, extract and analyse information from the Credit Lens System with the focus being to ensure that the capture is correct to obtain a pertinent rating.

##### **Executive Credit committee - minutes**

- Attend ECC on a rotational basis to review that the minutes from of the meeting which has been documented by the secretary

##### **National Credit Regulator**

- Preparation of completed Form 39 from debtors listing and provision schedule on a quarterly basis.
- Completing and submission of Annual compliance report to NCR by the 30th June of each year. To be completed mid-May of each year for review at ECCM prior to submission to ECCM.
- Attending to ad hoc audit and special requests from NCR, reconciliation of annual fees
- Unpacking of new and amended regulations as and when applicable
- Ensuring compliance with NCA by implementing policies and procedures to be followed by all branches.

##### **Internal & External Auditors**

- Internal auditors - Liaising with internal for information requests.
- Co-ordinating meetings with Credit division to review items on control issues log and ensuring that all items are addressed as per stipulated deadlines.
- External auditors - Ernst & Young - Overseeing requests for quarterly information.
- ABG Audit - Preparation & compilation of submissions as requested by ABG annually, Liaising with ABG Auditors regarding information provided to them and attending to all other queries relating to the audit.
- Following up with respective branches for audit queries
- Preparing of information to AlBaraka Banking Group auditors on templates. Information for this is sourced & extracted from the debtors listing, provisions schedule, BA returns.
- Responding to ABG audit report.
- Overseeing items on Audit Control Issues Log for implementation and auctioning.

### **Third party payments & correspondence**

Prepare and arrange for payments to be made to third parties such as:

- Transunion for motor vehicle valuations & enquiries (Valuation books) Experian which is used to perform credit checks. These payments are made on monthly, And annual basis.
- Managing the relationship & correspondence between Experian & Transunion.
- Analysis of Credit reports usage from Experian and allocation of usage to various branches.
- Administer the subscription of additional reports from Creamer Media.
- Provide support for Experian users for system access and passwords
- Management of queries between the Bank and Experian

### **Financial Sector Charter (FSC)**

- Preparation and compilation of information required for Empowerment Finance element of FSC. (This information contributes to the Bank obtaining its BEE status.)
- Attending meetings as and when required by the FSC project team representing the Credit department
- Liaising with auditors for any queries / interpretation issues regarding the FSC scoring

### **Credit Policies and Procedures**

- Preparation and co-ordination of procedure documents when required to enhance the Credit process.
- Attending procedure review committee meetings representing Credit department.
- Preparation of Credit policies when required for approval by the BCC / BOD

### **Monthly & weekly Submissions to ECCM**

- Preparation of various reports for submission to ECCM on an ad hoc basis
- Attending to ECC requests emanating from ECC meetings

### **CreditLens Administration and training**

- To liaise with Moodys with regard to any system issues
- To provide branch staff with necessary training on the use of the system
- Identify efficiencies by utilising the CreditLens system

### **Finance applications for submission to BCC / BOD**

- Preparation of memo and application pack for submission to BCC / BOD for approval from the Corporate offices
- Liaising with respective branches w.r.t the respective application in respect of amendments
- Co-ordinating queries and response to queries between directors and branches.
- Maintaining the list of BCC / BOD applications and ensuring the list is kept at a minimum at all times and all items addressed.

### **Write-offs**

- Analysing legal clients for write-offs and submitting to the relevant mandated committees for approval of such write-offs.
- Prepare write-off schedules for audit purposes

### **Albaraka Annual Financial Statements Disclosure**

- Preparation & compilation of information required for reporting in the annual financial statements on a bi-annual & annual basis.
- Engagement with external auditor regarding disclosure requirements

### **Other Functions / General**

- Analysis of the Debtors book to ensure data integrity
- Reconciliation & maintenance of the Forward Exchange Contracts, managed on sharepoint
- Calculation of reserve price of properties on auction/distressed sale
- Other Ad Hoc tasks & requests by management.

### **Credit Awareness Sessions**

- Conducting Credit awareness presentations on a monthly basis which involves communication of amended Credit regulations and internal policies and procedures to all Sales and Credit staff across the branch network.

### **QUALIFICATIONS**

- A Bachelor of Commerce degree in Accounting or Finance

### **PREFERRED EXPERIENCE**

- At least 2 years' experience in the Banking industry, specifically with Credit / Accounting experience.

### **KNOWLEDGE**

- MS Office
- CreditLens System
- DIX system
- Credit policies and procedures
- All Credit related legislation

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to [kameshini@albaraka.co.za](mailto:kameshini@albaraka.co.za)