

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 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 & Review of valuation templates

- 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 on SharePoint.
- 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.
- Effectively managing the credit application workflow on the Apply for Finance - Mobile banking application which results in a timeous and accurate decision being provided to the respective branch.
- Adequately reviewing Applications on the Mobile Banking Platform to ensure that this is within policy, risk identified and to ensure that the application is credit worthy.
- Reviewing response to queries memos, to determine if all queries were adequately responded to.
- Reviewing residential property valuations and valuation review templates in order to determine whether the property is an adequate form of collateral.
- Identifying any risk areas and admin issues on the valuation review template.

Executive Credit committee - minutes

- Vetting of applications for revolving trade and asset facilities.
- Attend trade ECC on a rotational basis to review that the minutes of the meeting which has been documented by the secretary.

Administration of Quarterly BCC & BOD Meetings

- Preparation of Board Credit Committee submissions on a quarterly basis.
- Review of completed & consolidated finance applications with decisions.
- Reviewing of reports related to Finance applications approved by ECCM as well as MV and Equip submissions for condonation to BCC.

Internal & External Auditors

- Internal auditors - Liaising with internal auditors for information requests.
- External auditors - 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.
- Overseeing items on Audit Control Issues Log for implementation and auctioning.

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

- Creation, review and enhancement of Credit policies when required for approval by the BCC / BOD

Other Functions / General

- Completion of various admin / operational related tasks allocated within the department from time to time (Meeting Attendance, iMal Excesses & Block Off's, iMal System Flagging / Updates, etc.)
- Allocating of MCC / SMCC applications to respective analysts to review on mobile banking and SharePoint, updating the approval register and updating of decisions on SharePoint log when required.
- Verify that information submitted to HLAMDA is correct and in line with supporting documentation.
- Analysis of the Debtors book to ensure data integrity.
- Bi-annual submissions to ECC, providing updates on the status of book debts.
- Reconciliation & maintenance of the Forward Exchange Contracts, managed on SharePoint.
- Other Ad Hoc tasks & requests by management.

Credit Awareness Sessions

- Conducting and presenting Credit awareness sessions regularly which involves communication of amended Credit regulations and internal policies and procedures and items raised by ECC to all Sales and Credit staff across the branch network.
- Preparation of powerpoint presentations for credit awareness sessions / competency mastery sessions or other training initiatives as per guidance of credit manager

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

- iMal
- MS Office
- Credit Lens System
- Credit policies and procedures
- All Credit related legislation
- National Credit Act
- BEE123 system
- Mobile banking - Apply for finance portal.

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.