

LENDING DIVISION

POSITION DESCRIPTION		
POSITION: LENDING EXECUTIVE – CREDIT MANAGEMENT	DEPARTMENT: CREDIT MANAGEMENT CENTRAL	ISSUE DATE: July 2017 Revised dates :

INCUMBENT	x13
REPORTS TO	Manager Credit Management Central
DATE	2014

Reporting Positions:

N/A

Purpose:

To assist in the effective oversight and control of the Authorities loan portfolio (i.e. those loans without arrears and those with arrears of principal and interest repayments up to 60 days). Such loans would normally be “risk classified” as A, B and C1. Its purpose is to support the Authorities business objectives by ensuring that loans previously approved remain productive and safe.

This entails the regular review of each loan, normally annually, in the light of financial and other information available to support the contention that cash flow remains sufficient to service all borrowings, both as to principal and interest for the ensuing period. The position is also responsible for the detection of early warning signs of loans developing adverse trends and to recommend and implement approved action to ensure such loans are returned to acceptable basis as soon as possible.

Other specific purposes include:

- Handling loan change requests, term extensions interest only loans
- Resolving mortgage operation failures and complaints
- Answering specific loan enquiries
- Day 2 verification of loans drawn
- Day 2 checks of all journal entries.
- Maintenance, registration, tracking and control of all Lending and registry files.

To contribute towards the achievement of other departmental and divisional goals and objectives.

Accountabilities:

Accountabilities include:

1. Safeguard of the Authorities portfolio by :

- Making correct assessments of risk grades to apply
- Making sound credit assessments and recommendations in connection with ongoing renewal of loan arrangements based on up to date and proven financial data; the assignment of correctly executed and appropriate security; realistic and sensible valuations of such security; and customer integrity.
- Negotiating and recommending structuring of loan rearrangements (if required) acceptable to both the customer and the Authority
- Conducting regular reviews as required.

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- Loan maturity profiling; analysis and correction.
 - Identifying and proactively monitoring adverse trends and taking appropriate and timely corrective action
 - Verification of all loans drawn
 - Verification of all lending journals
 - Minimizing possible losses by timely reporting to Manager Credit Management and Manager Credit Recoveries of customers in financial difficulty
2. Maximizes profitability by :
- Applying all appropriate fees and charges
 - Containing and reducing costs where possible through the sensible usage of stationary and other expenditure related items.
3. Ensures internal and external customer satisfaction by:
- Ensuring customer service level expectations are exceeded by providing quality, timely and precise responses to customer queries
 - Proper recording and retrieval of correspondence, registry files etc.
4. Timely and accurate compilation of reviews and reports for management and Board as required
5. Adhering to the Authorities policy; credit and legal and in line with relevant authorized operational procedures

Working Relationships:

Internal

Credit Recoveries staff
Legal officers
Customer Relations Officers
Finance Department
Corporate Governance.

External

Customers
Customer advisors (accountants, solicitors, financiers etc)
Employers
Government and statutory departments including NLTB, Director of Lands.
Financial Institutions

Major Challenges:

- To prevent the deterioration of accounts into the 60 days plus category
- To identify adverse and take appropriate and immediate corrective action.
- To remain vigilant in hindsight reviews

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<p>Competencies, Experience and Qualifications:</p> <p>The following competencies, experience and qualifications are required to do this job:</p> <ul style="list-style-type: none">• Diploma in Business other related field of study.• 3 years relevant experience• Valid Class 2 Driving License is mandatory• Computer literacy• Good interpersonal skills• Good communication (written and verbal) skills• Team oriented and willingness to learn and adapt.• Highly motivated• Rational thinking• Problem Solving• Team oriented• Ability to interpret information, write complex letters, comprehensive reports and perform complex calculations.• Understanding Housing Authority’s strategies, policies, procedures and operational guides
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Salary Range:

Category: 4

POSITION HOLDER:

DATE:

MANAGER CREDIT MANAGEMENT CENTRAL:

DATE:

GM LENDING :

DATE:

CHIEF EXECUTIVE OFFICER:

DATE: