

Head Credit Administration

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Company: Fuzu

Location: Kampala

Category: other-general

Job Summary

Contract Type:

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Requirements

Bachelor's Degree

Responsibilities

Ensure implementation of all measures to protect the financial strength and the reputation of the bank.

Assist the Head of Credit in managing Credit and Operational Risks.

Maintain a good quality and well balanced and diversified Credit Portfolio.

Provide Credit Training and support to Relationship Officers.

Assist in the management of Documentation and Disbursement; by ensuring credit compliance with local and legal regulatory requirement and the Group Credit Policy Manual.

Monitor Loan exposure and enforce compliance with covenants.

Assist in ensuring that that all customer documentation is in accordance with credit manual procedures.

Manage Troubled Exposures and ensure good loan recovery.

Monitor Projects financed by the bank together with marketing departments and report to the Head of Credit.

Work with marketing departments to finalize and approve Target Market Studies

Assist in ensuring that the bank achieves an audit rating of acceptable or better in all credit reviews.

Responsibilities for all report preparation (BOT, Board and Group)

Risk classification of accounts as per BOT guidelines quarterly and input of the same in the system in conjunction with Remedial and Finance department.

Reconciliation of Suspended Interest and Provision on a monthly basis.

Preparation of BOT Quarterly Returns

Preparation of interim and final audit schedules and BOT schedules as and when required.

Daily monitoring of Arrears/excess over the limits if any on Normal & Watch category Accounts with the branches and recommending action thereof.

Monitoring of settlement of TODs/Temporary accommodations granted in time in conjunction with branches.

Assisting branches in preparation of credit classified memos for change of classification.

Keeping custody of all report files and updating them accordingly

To attend to branches'/borrowers' queries on interest calculations and other system related queries

Preparation of call memos trackers and site visits/collateral inspection reports.

Follow-up of annual reviews/renewals of overdraft facilities and ensuring this is done by branches on time i.e. before expiry. Keeping a review calendar

Maintenance of ticklers (insurance, CA expiries, OD limits, documentation deferrals etc)

All other duties and responsibilities as determined by Management and the Head of Credit.

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