

Terms of Reference for Credit Analyst

Post: Assistant Credit Analyst

Post Type: Permanent

Reporting relationship: Reporting to Head of Credit

Key tasks, responsibilities and deliverables:

- Evaluating feasibility of SME loan proposals by analyzing the business model, identifying strengths, weakness, risks, understanding the revenue models, management capability and the corporate structure of the businesses
- Conducting visits to customers to have better understanding of business cycle, judge feasibility of proposed transaction, verify the business viability before finalizing the proposal
- Placing for a credit decision to the appropriate approval authority after through credit analysis of the loan application
- Responsible for managing disbursement of loans and ensuring all conditions for disbursements are met before disbursement of loans
- Manage post disbursement documents and partly disbursed cases
- Perform periodic review and evaluation of existing customers based on qualitative and quantitative framework and recommend appropriate actions to the management
- Follow-up with delinquent customers
- Co-ordinate with Recovery and legal staff in recovery of high risk and problematic loans
- Monitoring of asset portfolio to generate early warning signals, potential areas to focus and recommend pro-active measures to the management
- Ensuring that Corporation's policies and procedures are followed in credit underwriting and approval, verification and any exceptions are regularly reported to the management.
- Participation in internal meetings for review and determine areas for process improvements.
- Conducting research on a continuous basis on major industries and use external data to develop benchmarks for comparing performance and capacity of SME businesses
- Generate and update various portfolio related MIS for the Management
- Advise to the Management in formulating criteria for new products and involve in the development of new products
- Liaison with other departments for achievement of common goals of the Corporation
- Provide support on ad hoc requests as required by the Management.

Requirements

- MQA level 7 qualification in Business, Finance, Economics or related field.
- Experience in banking/financial sector will be an added advantage.
- Strong analytical, problem-solving and decision-making skills with the ability to adapt to change
- Excellent interpersonal and communication skills
- Excellent computer skills including processing of word documents, spreadsheets & databases
- Familiarity with trade, economic development and development of private sector in the Maldives

Remuneration package

Competitive salary package will be offered based on qualification and experience.