**TERMS OF REFERENCE (TOR)**

**Post:** Loan Administration Manager

**Vacancies:** 01

**Post Type:** Full time

**Reporting to:** Managing Director

**Key tasks, responsibilities and deliverables:**

* Plan, direct and control the loan service team in managing the daily administration for loan.
* Responsible to ensure a smooth, efficient credit administration process which involves sanctioning of loan documents preparation of mortgage documents as well as disbursing the loans.
* Ensure that loan disbursement and necessary posting are done to the relevant accounts in accordance with the policy and procedure of the Corporation.
* Ensure that loan disbursements are done on a timely basis.
* Checking the necessary posting of loan disbursement and transactions are done to the relevant accounts.
* Ensure that the loan administration team comply with SDFC’s policies to carry out credit administration works including documentation and mortgage registration, disbursements etc.
* Responsible for collateral monitoring, credit monitoring and periodic review of other loan

documentation activities and escalates any irregularities to higher authority level.

* Formulate, develop and conduct period reviews of SDFC’s policies and guideline related to credit administration to streamline process workflows as well as participate in ad hoc projects of investigative or trouble-shooting nature on specific customer portfolio.
* Ensure that there is a robust framework in place for the safe custody and control of all documentation.
* Maintain a system for monitoring of insurance policies related to loans.
* Work with other functional areas to minimize processing time, to improve the overall customer experience and at the same time pay attention to accuracy and detail.
* Establish and maintain efficient filing system.
* Preparing of reports required by the senior Management and Board.
* Assisting in special projects and perform other duties, as needed or assigned.

**Requirements:**

* Master’s Degree in a related field.
* Minimum 4 years’ experience in the banking or financial services industry, of which minimum 2 years should be in a managerial role.
* A track record which demonstrates expertise in Loan Administration would be an added advantage
* Strong knowledge in MS office tools including Microsoft Excel and PowerPoint
* Strong analytical skills including analysis of financial metrics

**Remuneration package:**

* Negotiable

**Working Hours:**

• The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with (CV/resume, covering letter, educational qualifications supported by references) should be mailed to (hr@sdfc.mv) or submitted before **04th March 2020, 14:00hours** to the address below. Only short-listed candidates will be notified.

SME Development Corporations (SDFC)

Sakeena Manzil, 3rd Floor,

Medhuziyaarai Magu, Malé

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