



JOB DESCRIPTION

Job Summary:

Provide business advisory support and training sessions targeted at MSME's and inspect SDFC loan recipient's repayment capacity and business validity.

Responsible for collecting data and information of MSMEs in the respective regions to identify areas of strategic importance and assist in the implementation of the business plan and strategic objectives of BCC.

Minimum Requirements:

Minimum 2 "D" passes in A' Level and minimum "C" pass in English and Mathematics in IGCSE or equivalent qualification

Job Tasks:

- Assist MSME clients in preparing, business proposals, financial statements, budgets and forecasts by collecting data, summarizing data information and trends
- Respond to financial inquiries of BCC clients, by gathering, analyzing, summarizing and interpreting data.
- Provides financial advice by studying operational issues, applying financial principles and practices, developing recommendations
- Monitoring financial forecasts of BCC clients and prepares reports by studying variances and recommendations
- Attend to inspection requests and conduct inspections according to information provided by SDFC and MED
- Implement the Monitoring and Evaluation aspect of businesses in the region with a closer monitoring and evaluation of the BC recipients and MSME/SDFC Loan clients in the region.
- Obtain and maintain information from all financial institutions regarding loan clients across the coverage region

- Conduct economic profiling to identify the current business activities in the area and challenges facing MSMEs
- Based on the economic profiling survey identify the gaps in supply chain and recommend potential businesses for the region
- Develop training materials based on findings from economic profiling surveys
- Ensure records and documentation on consultations and business visits, inspections are archived in a systematic manner
- Ensure client records are archived and maintained in a systematic manner.
- Identifying market linkage opportunities and innovative areas of new product development for the MSMEs
- Develop and implement strategic business training plans and materials based on the needs of MSMEs and BDS providers to achieve the BC objectives and ensure that the work plan activities are implemented on schedule.
- Identification of training needs of MSMEs and BDS providers
- Liaise with other training providers to obtain their services to support BC training needs as and when required.
- Assist, organize and conduct training/management programs suited to meet the needs of the BDS (Business Development Service) providers/MSMEs.
- Perform any other duty not listed above assigned by the Managing Director
Updates job knowledge by keeping with financial and taxation regulations

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation