

ASSOCIATE MANAGER / DEPUTY MANAGER – TRADE FINANCE

THE JOB

- To manage the Trade Finance Activities by providing accurate trade processing for Corporate, SME and Retail customers while managing operational risks and maintaining the service levels agreed with the respective business lines. Increase the Trade Finance customer base by customer visits, training customers and branch staff. Functions include:
 - ✓ Import L/C Issuance
 - ✓ Handling Import Collections
 - ✓ Issuance of Shipping Guarantees
 - ✓ Issuance of Advance Documents
 - ✓ LC Bill checking
- Ensure that transactions are processed as per ICC rules UCP 600, Incoterms 2010, URR 725, ISBP 745 & URC 522
- To provide timely and accurate feedback on enquires from internal/external customers
- Ensure 100% compliance with internal and external regulations
- Ensure that regulatory reporting is done within the given timelines
- Review the process periodically to provide efficiencies and risk mitigations
- Ensure that correct fee income and interest income being collected
- Ensure high quality and standard of work and service is maintained
- Ensure monitoring of suspense accounts, timely submission of monthly G/L reconciliations to Finance, effective clearance of Nostro Account reconciliations ensuring no long outstanding items

THE PERSON

- Diploma in Banking and Finance or related preferred
- Diploma in International Trade (IBSL) or a related qualification will be an added advantage.
- At least 10 years of experience in Trade Finance with at least 3 to 5 years in supervisory grade
- Experience in Pettah Trade units will be added qualification
- Excellent customer relationship skills and negotiation skills
- Excellent communication and presentation skills
- Demonstrate industry leadership/recognition in the area of Trade Finance

The position is at Associate Manager/Deputy Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 20th November 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources