

# BUILD YOUR CAREER WITH CARGILLS BANK



## Assistant Manager–Credit Administration

### KEY RESPONSIBILITIES

- ✓ Ensure the day to day operations pertaining to Retail Banking facilities are executed in an effective & timely manner based on the Bank's policy & Credit Admin Procedure manual
- ✓ Ensure facilities disbursed are duly approved by the delegated authority holders
- ✓ Checking and signing of ssoffer letters & other security documents prepared at Credit Administration Department
- ✓ Ensure pre-disbursement conditions are fulfilled prior to disbursement
- ✓ Checking the accuracy of security documents received prior to authorizing the disbursement of facilities
- ✓ Ensure accuracy of the facilities disbursed / marked in the system and recovery of the processing fee and other applicable charges
- ✓ Coordination with valuers to obtain valuation reports covering facilities processed at Head Office & ensure payments are made within Bank's valuation policy
- ✓ Ensure timely re-pricing of Retail banking facilities
- ✓ Ensure duly registration of the vehicle mortgages executed at Credit Admin within the stipulated time period and follow-up for registered bonds

### EXPERIENCE & QUALIFICATIONS

- ✓ Preferably a holder of a degree / professional qualification in Finance, Commerce, Banking or related field
- ✓ Full / part qualifications in Banking would be a distinct advantage
- ✓ Possess 5 years of working experience out of which at least one year in a similar capacity, preferably in the Banking industry
- ✓ Exposure in Credit Administration activities will be highly advantageous
- ✓ Excellent analytical skills
- ✓ Must be a team player with a performance driven and process-oriented mind-set
- ✓ Higher level of computer literacy (MS Office)

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **13<sup>th</sup> January 2023**.

**Head of Human Resources**  
**Cargills Bank Limited**  
**No. 696, Galle Road, Colombo 03.**

Log in to: [www.cargillsbank.com](http://www.cargillsbank.com)

