



**ISLAND
LIFE
ASSURANCE**

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Date: 14/09/23

WE ARE NOW HIRING: CREDIT ADMINISTRATION SPECIALIST

ILA is looking for a dynamic Credit Administration Specialist to support the credit underwriting in the daily credit application assessment and tracking of the Loan Portfolio.

MAIN RESPONSIBILITIES:

- Assess the credit eligibility of current and prospective clients
- Collate all information as per company guidelines and prepare client file for credit decision
- Perform due diligence on KYC, collateral, pricing and other factors where applicable
- Ensure excellent security through registration/pledge/inscription of lien and that all clients file are properly reconciled and documented
- Maintain, monitor and tracking of Loan Portfolio, including payments instructions and arrears management
- Prepare and reconcile loan reports with accounts balances before sending to the investment department for reporting
- Conduct market surveys and participate in the development of new loan products
- Updating and maintaining the MCIB platform in a timely manner
- Liaise with Regulatory Bodies and other stakeholders (Surveyors, Attorneys & Notaries)
- Comply with, and stay abreast of, relevant policies and procedures in the processing of credit applications

CANDIDATE PROFILE:

- Degree Holder in Finance/ Economics/Applied Mathematics or equivalent
- At least 2 years' experience in a similar role
- An exposure to IFRS 9 would be an advantage
- Understanding of Credit vetting processes
- Proficiency in MS Office Tools, with proven reporting skills (Excel, Word & Powerpoint)
- Understanding of economic, market/commercial and legal environment
- Excellent verbal and written communication
- Ability to work under pressure and tight deadlines

If you feel you have the right profile for the job, please submit your application at recruitment@currimjee.com quoting **CAS/ILA/2023**.

The deadline for submission of all applications is **30th September 2023**.

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