

TSPMB 28/01/2018 P. 82

# BANKING CAREER OPPORTUNITIES

## **SME BANKING MANAGER**

Your Dream job is here! Take pride in joining the SME Banking team in a leading financial institution that offers opportunities to advance and learn alongside business accomplished leaders.

### **Scope of Job:**

You will be responsible for setting the strategic agenda for SME Banking Unit through balance sheet growth, customer acquisition, customer retention, profit and loss targets in order to support the achievement of overall business strategy inclusive of housing delivery; in a cost effective and high return manner.

### **Your key areas will be:**

Develop and lead the implementation of the SME Segment strategy in line with the overall Retail Banking Strategy; Drive sustainable growth and acquisition of new customers for the SME Banking through the creation, development and maintenance of high quality advisory relationships. Champion the delivery of consistent, seamless and trusted customer service to ensure customer retention and loyalty (relationship management).

### **This position will suit you if you have:**

Must have a university degree in a business-related field AIOBZ; MBA or equivalent; Min 5 experience in a financial services institution, at least 3 years being in a supervisory/ managerial role in SME Banking / Corporate Banking/ Business Banking/ Private Banking. Clean class 4 driver's licence required.

## **SME BANKING ANALYST**

### **Scope of Job:**

The SME Analyst role is to assist the SME Banking Manager in driving portfolio growth to achieve results in line with the organization's business strategy.

### **Your Key Areas Will be:**

Responsible for performing credit checks and preparation of credit request proposals in conformity to the Credit Policy and prudential credit guidelines; Collaborates with front office and is the liaison between business and credit to underwrite quality business as well as providing technical guidance where necessary;

### **This position will suit you if you have:**

Minimum Commercial Degree AIBZ; Credit related professional qualification will have an added advantage; A minimum of 2 years' relevant work experience in a financial services institution especially in a credit oriented setup.

## **RECONCILIATIONS OFFICER**

### **Purpose of the role:**

The Reconciliations Officer is responsible for monitoring bank-wide reconciliations thus ensuring prompt or timeous rectification of outstanding items and allow for a complete oversight of these accounts which can be an area of abuse/fraud if left unchecked.

### **Your Key Areas Will Be:**

Reconciling Special Projects Suspense e.g. Agency Banking Recons identifying unfunded accounts, duplication, under and over paid accounts and making proper reversals; Daily monitoring of all accounts and reconciling all local accounts e which includes RBZ account, Zimswitch Settlement account; Reimbursing clients for unbenefted transactions; Process the settlement figures to be paid for various accounts ; Producing reports to management.

### **This position will suit you if you have:**

Degree in a business-related field; Min 3 year experience in a banking environment ; Risk Management experience; Exhibits strong knowledge

## **LOANS OFFICER**

### **Purpose of the role:**

Supervision loans disbursement process and administration of loans Insurance. Credit Insurance, Life Insurance and Mortgage Protection Cover administration.

### **Your Key Areas Will Be:**

Ensure that loan/limits are captured correctly in the system to avoid interest penalties/reversals for the Organisation; Validation of insurance premium deductions for submission to insurer; Attending to customer queries as per SL; Timely Management of loans queries from branches;

### **This Position will suit you if you have:**

Degree in a business-related field; Min 3 years' experience in a banking environment; Have a clear understanding of Credit Risk Management; Exhibits strong knowledge and passion of FBEQ parameters and setup.

Interested suitably persons should forward their CV's accompanied by an application letter detailing their suitability. Applications should be emailed to [zimhrcareers@gmail.com](mailto:zimhrcareers@gmail.com) stating the position being applied for in the Subject section. The closing date is 9 February 2018. Due to the large number of applications we envisage to receive, late applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.