

JOB TITLE	Officer-Credit Administration Department ("CREDIT")
SALARY	Up to 35 K
Location	London
APPLY AT	Recruitment@pnbint.com

Punjab National Bank (International) Limited (PNBIL) is the wholly owned subsidiary of Punjab National Bank (PNB), India. PNB is the third largest bank in India having more than 80 million customers and a network of over 6690 branches. PNBIL started banking operations in the UK on May-2007 from two locations and presently has 7 branches all over England. PNBIL provides a full suite of retail services to UK businesses and retail customers, including current and savings accounts and money transmission services both domestically and internationally.

We are an equal opportunity employer. We are currently looking for a dynamic individual to join as officer in Credit Administration department

The detailed specification of the day to day responsibility of the role is given below.

Background to role

This is a new role which has been created due to ongoing expansion of the business and is regarded as key to future success. It therefore allows the role holder a good opportunity to make a significant contribution to the team effort going forward. It will require taking existing processes and procedure and moulding team into the new role and would therefore suit someone who has a good record at building and developing a function.

Credit activities

Current in strategy business includes non-regulated UK real estate, comprising buy to let loans (residential and commercial), development loans and to a lesser extent, buy to sell loans and potentially residential bridging and syndicated facilities. The initial key activity will be the management of the loan documentation process then build other aspects into the function as the Bank/ role develops. The role will therefore suit someone with strong experience in credit administration and loan documentation tasks.

KEY RESPONSIBILITIES
<p>Pre disbursement</p> <ul style="list-style-type: none"> Co-ordinate the appointment of solicitor and valuer for the loan transaction Ensure the solicitors have completed all the pre sanction conditions Input the loan details in the system and disburse the amount <p>Post disbursement</p> <ul style="list-style-type: none"> Solicitors have complied with all post sanction conditions and all documents have been properly completed. Monitor creation of securities like mortgages/pledge etc. Arrange for extension of the validity of the mortgages, valuation of securities for existing loans Safekeeping of all client facility documentation including security etc. Identify deviations from approved processes and recommend revised processes for follow-up for appropriate approvals. <p>Compliance & Audit:</p> <ul style="list-style-type: none"> Proactively identify potential gaps/risks in policies, facility/security documents, processes/procedures, SLAs, exception/MIS reports, etc and take steps to improve these Identify deviations from approved processes and rectify Review internal audit Statutory audit comments and rectify deficiencies Ensuring manuals/guidelines/SLAs are clear to self and all team members are regularly followed Ensuring that the CRAD comments on internal audit reports are attended to promptly and corrective action is taken Responsible for departmental process improvement aimed to improve quality of the activities carried out by the unit Assist team with responding to internal audit reports and reduce the errors highlighted during audits

- Assume responsibility, actively participate and complete any projects that may be carried out by the unit
- Monitor the expiry dates of guarantees, collateral, covenants risk triggers etc. and proactively follow up for timely renewal/top up/ close-out /compliance
- Developing reports to monitor and follow up the expiry details of, guarantees, insurance policies, collateral, covenants, risk triggers, etc
- Monitor and follow up for updated valuation reports for collateral

Other Duties:

- Appointment/empanelment of external legal consultants, valuers, chartered surveyors and /or other professionals
- Assistance in maintenance and enhancement of the databases
- Check the facility documents prior to annual review and provide feedback to Credit/ and business units
- Ensuring that relevant MIS relating to exposures, documents and securities required by senior management and local management committees is provided promptly
- Ensuring that the action is initiated on keeping all securities (including mortgages, guarantees, shares) valid and enforceable and monitoring conditions precedent, covenants, risk triggers and exception reports
- Liaising with other departments for resolving any inter/intra-unit issues and with CRAD Units in other locations
- Regularly guiding team members in order to allow them to deliver quality output and meet all their objectives efficiently
- Overseeing and reviewing all work carried out by all other London CRAD team members

Skills Required

- Educated to degree level
- At least 5 years' experience in similar function gained within a banking environment, or in front office, middle-office or risk
- Solution finding mind-set
- Experienced in dealing with Real Estate loans (buy to let (residential and commercial) and development.
- Excellent command of written and spoken English
- An able team player
- Ability to work on own initiative and ability to prioritise work
- Strong time management skills with the ability to thrive whilst working under pressure Accurate organized individual, flexible and happy to undertake any task in support of the team members and thus the client
- Excellent knowledge of MS Office skills in Word, Excel and PowerPoint
- Should have a positive "can do" attitude combined with a flexible approach to the tasks required.