



Job Description

Job Title: Assistant Manager – Trade Finance

Department: Trade Finance, Operations

Reports to: Head of Trade Finance

Direct Reports: Yes

Certified Person: No

Purpose of role:

The role is within the Trade Finance Department and may be interchangeably responsible for sections which are dealing with either an initiation or the settlement stage of trade finance operations products. The role will be managing colleagues on a day-to-day basis who are responsible for processing Letters of Credit; IRUs; amendments; assignments; payment of documents presented under LCS; acceptances; documents on approval; collections; IRU claims, Guarantees, Risk Participation booking; file maintenance; control and check documents presented under letters of credit. Ensure that all transactions are in accordance with FBNUK Trade Finance, i-flex and SWIFT procedures; relevant ICC publications (UCP500/ 600) (ISBP) (URC) (URR); FBNUK Governance Manual and Compliance

Primary Responsibilities of Role:

- I. The job holder will be supervising a team of colleagues and will organise and assign work to ensure that the following functions below are completed within the required timescales and to the required standards. The role will also act as the escalation point for more complex or complicated customer queries.

Advising

- Reviewing instructions received for workability, liaise with Applicants, banks and beneficiaries FBN Front and Middle Office and STCF regarding requirements regarding wording and requirements ,
- Initiating LCs (export / import), Amendments, IRUs, Back to Back LCs, Assignments, Standby LCs
- Initiating MT700s, 710s, 799s, 999s 707s
- Investigating and preparing response / respond to customer (internal / external) queries correspondence
- Preparing reports as and when required
- File closing and filing

Settlements

- Reviewing instructions received for workability, as necessary liaising with customers, banks, FBN Front and Middle Office and STCF regarding requirements
- Initiating LC payments, IRU settlements, Acceptances,
- Composing and diarising future due items
- Initiating closure and cash cover refunds
- Maintaining docs received for checking register
- Preparing documentation for dispatch
- Maintaining departmental archiving

Documents



- Adding new docs and update docs received for checking register
- Checking documents presented under LC, see limit below.
- Processing documents on approval and for collection
- Liaising with beneficiaries and banks over discrepant docs Chase discrepant docs for replies. Initiating MT799s/ 750s/ 999s
- Preparing files for payment

II. Operational and People Management

- Where required, provide supervision and /or support to colleagues in the other sections of Trade Finance during peak periods and to cover absences.
- Within the areas of responsibility Identify potential operational risk and, in conjunction with the Head of Trade Finance, implement sound controls to ensure that risks are managed effectively in the day to day running of the Function.
- Ensure that risks incidents are reported as per policies and procedure to the Operational Risk Function of the Bank.
- Ensure that customer queries and enquires are handled in accordance with the internal policies and procedures
- Support the Head of TF in developing, updating, and maintaining Trade Finance procedures and SLAs.
- Support the management in preparation of data and management information in relation to the areas of responsibility
- Within the assigned team, ensure process workflows and processes are continuously reviewed and improved where possible.
- Support the Management to ensure the Function is fully cross trained, ensuring that the direct reports always have adequate supervision and support.
- Champion projects and initiatives related to the continuous improvement of the Function through synergies and collaboration across the Bank.
- Ensures robust management of errors in spirit of being “Open, Honest and Transparent”.
- Day-to-day people management of the team, including distribution of tasks and projects, performance and attendance management, training and development.
- Assist with Performance Reviews of team members, including Objective Setting, Review and Personal Development.
- Other related duties as assigned.

Individual Conduct Rules:

- **Rule 1:** You must act with integrity.
- **Rule 2:** You must act with due skill, care and diligence.
- **Rule 3:** You must be open and cooperative with the UK Financial Conducts Authority, the PRA and other regulators.
- **Rule 4:** You must pay due regard to the interests of customers and treat them fairly.
- **Rule 5:** You must observe proper standards of market conduct.

PERSON SPECIFICATION

Competence Requirements: Competency Level: 2 - Consistently achieves and sustains a good standard of skills, knowledge, behaviours, attitudes and working practices. Please refer to the Bank’s Competency Framework for further details.



Competency Level

Client Focus	2	Risk Awareness	2
Change Orientation	2	Professionalism	2
Decision Making & Accountability	2	Working with Others	2

Professional/Academic Qualifications:

- Bachelor's degree, preferably in Business, Banking, Finance, Economics or related discipline
- CDCS or equivalent are essential. Certified a minimum of 3 years.
- CSDG will be an added advantage.

Technical Experience/Knowledge

- Must have a minimum of 5 years' experience in Banking/Financial Services in the Operations/Trade Finance area.
- Strong knowledge of all Trade Finance products (processing and where applicable, authorizing) – Import and export LCs, back to back, transferable, discounts, IRUs, assignment of proceeds, collections, avalized bills, guarantees, SBLCs, collections, open accounts.
- Strong knowledge of Uniform Rules for collection (URC 522), latest version of UCP and ISBP for the examination of documents, Uniform Rules for bank to bank reimbursement URR 725, URDG and ISP and how a guarantee/SBLC could/should be structured.
- Excellent knowledge of Trade Finance Compliance
- Experience of implementation and management of risk controls in the financial services.
- Flexcube working knowledge desired but not essential
- Excellent working knowledge of SWIFT
- Solid Excel, Word, PowerPoint, Outlook skills and MS Teams

Skills and abilities

- Flexibility and willingness to step in and assist in different areas of the Trade Finance Department
- Ability to identify, evaluate and implement operational efficiencies and control improvements
- Strong attention to detail, quality and accuracy
- Have a strong focus on continual learning and application of Trade Finance requirements and technological advancements.
- Demonstrates ability to work effectively and support and motivate others in a demanding and deadline-driven environment
- People management skills at a team level, including training and development, performance, attendance and conduct management. Ability to manage colleagues in the office and remotely.
- Experience of the development and production of MI, with the ability to distinguish key information and trends in detail to drive performance outcomes.
- Strong communication skills and an ability interact confidently and efficiently with senior key stakeholder's and other teams within the company

Languages:

- Fluency in written and spoken English
- French language would be desirable

Signed:

Date: