

## Job Description

**Job Title:** Manager, Documentation unit

**Department:** Risk

**Direct Reports:** No

**Certified Person:** No

**Budget Responsibility:** No

## Purpose of role:

To be an integral part of the documentation team within the Risk Team and working closely with various other teams including front office, legal, external lawyers and where necessary with trade finance.

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## Primary Responsibilities of Role:

- Review legal agreements and documentation for consistency, timeliness, accuracy and completeness to capture credit approval terms and conditions. In this process, assess key risk issues and seek internal or external legal advice where appropriate.
- Prepare and negotiate facility agreements and associated security documentation in relation to trade finance, structured trade finance, project finance, mortgage loans and such other facilities approved by the Bank.
- Prepare and negotiate master risk participation agreements, ISDA documentation, pre-payment agreements and other associated facility and security documentation.
- Lead the legal documentation due diligence by liaising with internal and external legal counsel as and when required in the review of facility and security documentation. Check and sign facility and security documentation in compliance with the Bank's documentation policy.
- Contribute to the preparation of final terms and conditions of approval and transaction dynamics sheet from a legal documentation perspective working closely with the front office to communicate the approval terms to the appropriate operations team.
- Assess the documentation risk in a transaction and provide relevant advice in pre-deal discussions.
- Take responsibility for the safe custody of facility and security documents and maintaining the register, ensuring all respective expiry dates and deadlines are adhered to.
- Take responsibility for the review and maintenance of documentation procedures from time to time.

## 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.

## Competence Requirements:

### Professional/Academic Qualifications:

- The ideal candidate should possess adequate legal documentation experience within the financial services industry, preferably with direct experience of working in an African financial institution.
- A university degree level or similar qualifications will be added advantage

### Experience/Knowledge

- Minimum 10 years' experience in the preparation and negotiation of facility & security documentation.
- Strong knowledge of review of legal documentation for the following business lines will be a strong advantage - corporate lending, structured trade finance, project finance, master risk participation agreements, prepayment agreements, lending to financial institutions and financial restructuring transactions as well as mortgage loans and such other facilities approved by the Bank.
- Ability to project manage entire legal documentation due diligence from end to end to ensure efficiency and cost effectiveness.
- Ability to undertake preparation and negotiation of bank standard finance templates and oversight of external counsel for more complex finance matters, including in relation to security documentation and sign off all conditions precedent.
- Ability to effectively balance documentation risk management with as minimal external costs as possible to provide value to the business and stakeholders.
- Ability to work independently, a self-starter who is pro-active and shows initiative.

### Technical Skills:

- Medium to advanced level of Word, Excel, PowerPoint and Outlook skills.

### Competencies:

There are six core behavioural competencies applicable to every member of staff as part of FBN's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

### Competency Level

**1 Professionalism 4**

**2 Client Focus 4**

**3 Decision Making & Accountability 4**

**4 Working with Others 4**

**5 Change Orientation 4**

**6 Risk Awareness 4**