



## Job Description

<b>Job Title:</b>	<b>Senior Business Analyst</b>
<b>Department:</b>	<b>Institutional Banking &amp; Distribution, Business Development</b>
<b>Certified Role:</b>	<b>No</b>
<b>Reports to:</b>	<b>Head, Institutional Banking / Deputy Head, Institutional Banking</b>
<b>Budget Responsibility:</b>	<b>No</b>

### Purpose of role:

To support the Head and Deputy Head of Institutional Banking & Distribution in driving IB business strategy in Sub Saharan Africa with a view to managing existing African FI relationships and enhancing the profitability of the unit in accordance with the Bank's Risk Appetite, IBFI budget projections, targets markets and FBN global strategy.

### Primary Responsibilities of Role:

- Supporting a Relationship Manager to drive origination of business by marketing new relationships with potential to improve the revenue for the Unit, on-boarding and retaining income-generating clients.
- Responsible for all compliance requirements and reviews for Institutional Banking which entails (i) Full KYC review and on-boarding process for new to banks/prospects and (ii) KYB reviews for existing clients.
- Working closely with the Business Risk Compliance team to ensure all compliance checks are done within the required timeframe with no adverse findings.
- Preparation and timely delivery of sound credit applications for review by the Credit Risk team for new and existing relationships where required.
- Monitoring due dates of Annual Reviews of Financial Statements for IBU Clients and taking actions to obtain full Board approval for extensions prior to the expiration date of the Annual Reviews.
- Preparation of approved limit extension requests for Credit Risk's consideration where necessary, ensuring system limits are adjusted once approval is obtained from Credit Risk.
- Daily distribution of the Net Position Report for Strategic Groups.
- Weekly distribution of the Financial Institutions Limits Report.
- Efficiently handling all Customers' queries, ensuring that client product needs and services are met.
- Supporting the Relationship Managers on prospecting, due diligence, monitoring and portfolio management.
- Supporting the Relationship Manager on achievement of the Department's Budget.
- Any other task as may be assigned by the Line Manager.

### Conduct Requirements:

#### 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 FCA, 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:

Essential: An economics or finance orientated degree at least at Bachelor level

Desirable: Minimum 2:2



**Experience/Knowledge**

- Essential: Solid working experience within Financial Institution, UK Regulatory knowledge and good understanding of KYC & KYB requirements for FI's, credit analysis and research skills, excellent analytical skills.
- Desirable: Customer service; Flexcube.

**Functional/Technical Skills:**

- Essential: Spreading of audited financial statements for Banks, acceptable Excel knowledge, Moody's Analytical and other Risk Rating tools, Flex Reports
- Desirable: Flexcube, proficient in Microsoft word

**Interpersonal Skills:**

- Essential: Demonstrable communication and reporting skills, excellent attention to detail, high degree of initiative, reliability and willingness to learn.
- Desirable: Negotiation Skills

**Languages: (if applicable)**

- Essential: English
- Desirable: French

**FBN Behavioural Competencies:**

	<b>Competency</b>	<b>Level</b>
<b>1</b>	<b>Professionalism</b>	<b>2</b>
<b>2</b>	<b>Client Focus</b>	<b>2</b>
<b>3</b>	<b>Decision Making &amp; Accountability</b>	<b>2</b>
<b>4</b>	<b>Working with Others</b>	<b>2</b>
<b>5</b>	<b>Change Orientation</b>	<b>2</b>
<b>6</b>	<b>Risk Awareness</b>	<b>2</b>

**Signed:**

**Date:**