



## Job Description

<b>Job Title:</b>	<b>Senior Trade Finance Officer</b>
<b>Department:</b>	Trade Finance, Operations
<b>Reports to:</b>	Assistant Manager
<b>Direct Reports:</b>	No
<b>Certified Person:</b>	No
<b>Budget Responsibility:</b>	No

### Purpose of role:

The role is within the Trade Finance Department and may be interchangeably responsible for; processing and authorizing; initiation, document checking or the settlement stage of trade finance operations products. The role will be processing and authorizing Letters of Credit (Back to Back, transferrable etc.); IRUs; amendments; assignment of proceeds; LC settlements; discounts; acceptances; documents on approval; collections; IRU claims; Guarantees; SBLC; loan tickets; file maintenance. Ensuring all transactions are in accordance with FBNUK Trade Finance, i-flex and SWIFT procedures; relevant ICC; (UCP 600) (ISBP) (URC) (URR)(ISP) (URDG) INCOTERMS; FBNUK Governance Manual and Compliance.

### Primary Responsibilities of Role:

The job holder will be processing and authorizing trade finance operations transactions within the required service level agreements (SLAs) and to the required standards. As a more senior and experienced colleague, the job holder will be expected to share knowledge and support the on-the-job training of less experienced colleagues and assist with the team management during absence of the Assistant Manager.

### INITIATION

- Review instructions received to ensure they are valid, workable, and meet ICC and FBNUK guidelines and procedures
- Carrying out Trade Finance Compliance and due diligence checks and reference made to Red Flags, in accordance with procedures
- Processing/Authorizing transactions timely and accurately and within agreed SLAs
- Liaising with Issuing banks, beneficiaries, correspondents, business development, treasury, credit, compliance on transactions.
- Initiating/Authorizing all types of LCs (Export /Import / Back to Back)
- Processing/Authorizing Amendments to LCs
- Processing/Authorizing IRUs, assignment of proceeds
- Processing/Authorizing Guarantees and Standby LCs
- Creating/Authorizing MT700, 710, 707. 799, 999 as required
- Investigate and respond to any enquiries received (internal / external)
- Create Electronic File at the time of Initiation and ensure accuracy of Electronic Filing and maintenance of archive register
- Scanning of all transactions processed to FBNUK
- Completing EOD



keep abreast of developments in Trade Finance including but not limited to ICC rules Money Laundering/Financial Crime when related to Trade Finance Products

- Preparing reports as and when required
- Reviewing credit transactions and providing transaction dynamics
- Ensure expired/ fully utilized LCs are closed within 1 month of expiry and any outstanding cash cover is refunded
- Ensure Risk events are reported within timeframes outlined in the procedure
- Act as expert point of reference for enquiries and escalated issues and provide TF advice to external clients and internally to FBN UK staff as and when required

## SETTLEMENTS/DOCUMENTS

- Register Documents received under LCs
- Scan documents presented and save to electronic file
- Carry out Compliance and due diligence checks on parties and Vessel
- 1<sup>st</sup> or 2<sup>nd</sup> Check documents as required against LC terms
- Liaise with presenter regarding any discrepancies
- Contact issuing Bank requesting authority to pay and/or send documents on approval diarizing to chase for authority to pay
- Review instructions received for workability and liaise with customers regarding requirements if unclear.
- Handle documents on Collection (inward / Outward)
- Process/Authorize Payments under Export/Import LCs, IRU claims, Collection
- Process/Authorize Acceptance or Deferred payment under Usance LCs diarizing any items for future payments
- Raise instructions to Loans Agency for LCs being refinanced
- Close expired / fully utilized LCs and refund of any cash cover remaining
- Prepare documentation for dispatch by mail and courier
- Maintain department archive register
- Maintain Electronic version of file on departmental S drive
- Investigate and respond to any enquiries received (internal/external)
- Ensure risk events are reported within the timeframes outlined in the procedure

## COMPLIANCE

- identify and investigate potential red flags taking into consideration Compliance requirements/AML/Sanctions and escalating/obtaining approvals where required.

## GENERAL DUTIES

- Provide cover for the Assistant Manager as and when required
- Where required, provide support to colleagues across the Trade Finance function during peak periods and to cover absences.
- 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



- Actively Suggest and implement improvements and enhancements to the current processes, systems, and workflows
- Contribute to the improvements of internal systems, processes, and procedures, as required.
- Share knowledge and skills with the other colleagues. Provide advice and guidance to colleagues and customers
- Keep abreast of the development and advancements in the Trade Finance area
- 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

### Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of our 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	2
2	Client Focus	2
3	Decision Making & Accountability	2
4	Working with Others	2
5	Change Orientation	2
6	Risk Awareness	2

### Professional/Academic Qualifications:

A degree in Business, Banking, Finance, Economics or a related discipline is preferable but not essential CDCS is highly desirable

### Experience/Knowledge

- Strong analytical reasoning skills
- Strong attention to detail
- Strong Trade Finance technical knowledge understanding and interpretation

### Technical Skills:

- Must have a minimum of 4 years' experience in Banking/Financial Services in the Operations/Trade Finance area.



- Strong knowledge of all Trade Finance products (processing independently and where required, authorizing) – Import and export LCs, back to back, transferable, discounts, IRUs, assignment of proceeds, collections, Avalized bills, guarantees, SB LCs, collections, open accounts, LC settlement and Document Checking
- Strong knowledge of all ICC Rules. 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.
- Good knowledge of Trade Finance Compliance
- Computer literacy – minimum beginner level in MS Excel (formulas, VLOOKUP, and pivot tables), MS Power Point (able to create a presentation document), MS Word and MS teams.
- Flexcube working knowledge desired but not essential
- Excellent working knowledge of SWIFT

#### **Interpersonal and Organisational Skills:**

- Ability to assist with supervising staff, including organizing, prioritizing, and assigning work (in the office and remotely)
- An ability to identify improvements and look for ways to create efficiencies.
- Demonstrated ability to work effectively in a team-oriented environment
- Strong verbal and written communication skills
- Strong attention to detail, quality and accuracy
- Proven record of collaborating with colleagues across geographic and functional boundaries
- Willingness to share knowledge and advice with other colleagues and support their development

#### **Languages:**

- Fluency written and spoken English
- Fluency in French would be high advantageous

**Signed:**

**Date:**