



Risk Documentation Officer (6-month FTC)

London

FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to business requirements and an ongoing project, we are now looking to acquire the services of an experienced Risk Documentation Officer to support the Documentation team deliver its goals on a 6-month fixed-term-contract.

- Office hours are Monday-Friday, 9am-5pm with a 1-hour lunch.
- *Please note that this is a 6-month fixed-term contract.*

Key Responsibilities:

- Prepare and negotiate facility agreements & security documentation (in relation to mortgage loans, short term loans, trade finance) to capture credit approval terms & conditions.
- Ensure the execution of facility & security documentation is compliant with the Bank's policy & procedures.
- Participate in the closing process of the documentation & prepare completion checklist to ensure all documents & executed and all condition precedents are satisfied.
- Ensure all facility & security documents are in safe custody and maintain the document register, ensuring all expiry dates and deadlines are adhered to.
- Other admin duties as and when required including scanning, archiving & registering.

Key Skills/Experience:

- Previous experience within Banking/Financial Services.
- Previous experience working within documentation preferably within a similar department.
- Previous experience working with loan documentation.
- Ability to monitor entire legal documentation due diligence from end to end to ensure efficiency and cost effectiveness.
- An understanding of risk & assessment capability.
- Excellent attention to detail.
- Strong analytical skills.
- Self-motivated with the ability to work autonomously.

In return we offer a fantastic benefits package including:

- Up to 10% employer pension contribution
- Life Assurance Cover
- Income protection
- Private Medical Insurance plan (upon successful completion of probation period)
- Contribution to glasses/contacts and eye testing



- Gym subsidy (up to £50 per month)
- Cycle to work scheme
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service
- Give As You Earn (GAYE)