



## **VACANCY ANNOUNCEMENT**

BRED BANK Solomon is part of the second largest banking group in France “Banque Populaire”, which has regional outlets in Fiji, New Caledonia, Tahiti, Vanuatu, and Solomon Islands.

Bred Bank Solomon seeks suitably qualified, result oriented, competent, and highly enthusiastic individual to work with us for the position of **LOANS SUPPORT OFFICER**.

### **Key Duties:**

- Ensuring all loans pre-draw down conditions are met, and checks are performed
- Drawing down the loan proceeds appropriately in Flexcube following written instructions and diary notes
- Conducting day to day maintenance on loans recording changes such as draw downs and other relevant transactions concerning loading of limits and insurances, etc
- Ensuring all post draw down checks are performed as well as completion of the lending checklist
- Handle Flexcube enquiries for repayment of loans
- Entering all other required information in Flexcube and liaising with Bred-IT to resolve all IT issues in a timely manner.
- Preparing bank cheques in case of loan refinanced.
- Scanning documentation and vouchers
- Checking for outstanding collateral in Flexcube and liaising with security officer for collaterals pending
- Preparing Instruction letter to Solicitor for Home & Business loans for arrange of securities
- Following up with solicitor after 24 hours
- Funding of loan upon receipt of SIC from solicitor and our conditions met
- Preparing payment to Insurance
- Ensuring files are well maintained, kept secure and are otherwise in order (including soft copies of securities).
- Bringing to the attention of the management all risks identified from time to time.
- Assist in improving policies, processes, and procedures within lending support. This includes communicating to the PA/RM issues arising which need attention and recommending solutions.
- Assist with other department duties as assigned by Manager Lending

### **Qualification**

- At least a tertiary Diploma qualification in Business, Banking & Finance, Accounting, Law or related fields from a recognized tertiary institution.

### **Knowledge/ Experience**

- Experience of at least 2 years in a Banking environment
- Desired experience in Lending, Securities, Collection/AMU

### **Key Skills/ Attributes / Job Specific Competencies**

- Ability to organize and prioritize in situations where changes are frequent
- Attention to detail is critical
- Willing to learn
- Excellent verbal and written skills in order to communicate effectively while maintaining a high level of confidentiality

**Closing Date:** All applications entailing your qualifications, experience and related professional knowledge and skills be submitted by **Friday 29 December 2023**.

Send your application consisting of your Cover Letter, Certificates, and CV addressed to:

**Human Resource Department**  
**BRED Bank Solomon**  
**P. O. Box 1639**

**Honiara**

Or email; [hr@bred.sb](mailto:hr@bred.sb)

*Successful candidate must have a valid Police Clearance, Medical Clearance and be fully vaccinated.*

