



JOB TITLE: Manager; Trade Operations (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

Responsible to manage and lead the Trade Operations team, drive a high-performance culture, managing productivity, creating efficiencies, ensuring that the trade teams deliver quality service to all stakeholders & clients and within Compliance and Regulatory requirements.

Main Responsibilities:

- Drive, structure and manage bank's trade finance portfolio specializing on Off Balance sheet contingent Liabilities on approved sectors.
- Collection of fees and commissions for all Transactional Banking/non-funded products which are processed.
- Support business units (BM, RM, RO'S) in planning, implementations, governance and control strategies to optimize Trade Finance expertise and products available within the bank.
- Manage and monitor team workflow at the bank network in line with agreed targets and controls in place.
- Review and process trade finance transactions such as Export Letters of Credit, Import Letters of Credit, Documentary Collection, Bills Avalization, Guarantees, Standby Letters of Credits and Trade Loans etc.
- Support Trade Finance unit to create a suitable structure for the best trade finance products, process and procedures including an end-to-end process flow between the front office and back-office functions.
- Manage the operational risk of the department to avoid operational/ reputational losses and ensure understanding and full compliance of bank's procedures and practices.
- Develop & implement Service Level Agreements (SLAs) with internal departments/ units to achieve improvements in turnaround time (TAT) with respect to processing transactions for the respective divisions/departments.
- Prepare and manage Branch trade-finance activities including Staff training, Activations Workshops and Branch visits

- Participate in regional trade finance activities including transactions structuring such as CMA products, syndication files and financial institutions/cross border transactions.
- Manage the performance of team members, develop and implement training and development plans to ensure their performance is aligned with business & organizational goals and objectives.
- Create quarterly and monthly plans to ensure delivery on objectives for the year
- Escalate out of budget items higher than approved mandate to the next level manager

Knowledge and Skills:

- Understanding of Trade Finance deals process flow and rationale behind the procedures.
- Good understanding of international uniform rules that govern trade products ie. Letter of credits – UCP 600, Demand Guarantee – URDG etc.
- Ability to manage the complexities of international trade operations in a multi-party transactional environment
- General understanding of legal requirements in terms of Trade Products and the implications thereof.
- Knowledge of regulatory requirements i.e. Sanctions policy, Exchange Control Rulings and Policies, Trade Finance Standard Policy
- Know Your Customer-KYC and Customer Due Diligence
- Ability to work with people from different backgrounds in a team environment
- Ability to build working relationships with clients, product, operations, coverage and technology staff
- Excellent client communication skills and a strong ability to build client relationships.
- Enthusiasm and strong desire to work in operations
- Must be attentive and responsive to client needs
- High level of accuracy and attention to detail is required

Qualifications and Experience:

- Bachelor's Degree in Finance/Accounting/Tax or related field
- Certification in Trade Finance – CITFCPA/CPB will be an added advantage
- At least 3 years' experience in Trade Finance
- Banking Operations preferably payments
- Experience in transactional Monitoring & Financial Crime is an added advantage

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce. Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 11-Feb-2025

Job closing date : 25-Feb-2025

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