

ACCOUNT OFFICER – PROJECT FINANCE

To ensure that all transaction related requests from the Project Finance clients are carried out promptly by integrating with other support and processing departments of the Bank. To ensure that routine and periodical requirements such as EPL & insurance renewals are carried out for the team. Assisting Relationship Managers in Credit related matters.

THE JOB

- Assist RM's in Project Evaluation & working with the RM for credit appraisal to meet the specified time lines
- Summarizing the Past Financial statements for the purpose of Financial Analysis
- Carrying out Annual Reviews of the facilities of the team
- Maintaining and managing the liability portfolio of the customer of the unit
- Attending to the daily customer needs/ operational matters
- Manage all operation work of PF team and where required assist the team in day to day operational work
- Ensuring the smooth functioning of the Escrow Agent functions of the Team
- Ensuring the correct interest rates are updated in the system checking with the syndicate lenders
- Adhere to all internal policies and procedures set out
- Work within the team with team spirit and develop acceptable level of relationship among team members

THE PERSON

- Be Fully Qualified in Banking & Finance or with a suitable academic or professional qualification.
- Minimum 3 years' experience in the related field
- Excellent interpersonal skills and effective verbal, written communication skills ,
- Proficient in Microsoft Excel and Word skills
- Pay attention to detail

This Position is at Junior Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 8th February 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources