

JOB DESCRIPTION

MANAGER- BUSINESS PARTNERSHIP DEPARTMENT

OVERALL JOB DEFINITION

Responsible for the administration and efficient daily operation of business partnership department including all operations, such as deposit collection from legal entities and financing sales to legal entities, sale of other products like L/C, L/G etc. in accordance with Bank's workflow, objectives, rules & regulations in force.

JOB TASKS AND RESPONSIBILITIES:

1. Carry out the duties in compliance with U.B.A Policies & Procedures as well as with the Albanian legal framework.
2. Be prudent in the use of information acquired in the course of his/her duties. He/she shall not use the confidential information for any personal gain nor in any manner, which would be contrary to the law or detrimental to the welfare of the Bank.
3. Clarifies roles and responsibilities in department for task accomplishment.
4. Plan work and organize resources for accomplishment of the tasks.
5. Determines the most efficient methods, work process, equipment and techniques for performing identified tasks.
6. Supervises the activity of department and branches regarding corporate clients;
7. Responsible for the marketing and sale of the approved Islamic Banking products: financings to legal entities, collection of deposits from legal entities, etc.
8. Provide financing facilities as per bank's financing policy and regulations;
9. Monitors clients' needs and ensures offering of financial and other support needed for clients' growth and operations;
10. Collects financial information, analyze and prepare financing proposals and presentations in writing;
11. Ensure the accuracy, adequacy and the completeness of documentation for financing files as per the applicable laws and regulations – analyze the same and contact the clients if additional information is required.
12. Ensures that all financing files are completed in shape of obtaining necessary documentation, relevant analysis and registration documentation with authorities concerned.
13. Present the financing proposals in the meeting of FI Committee or Board of Directors to obtain the necessary approvals.
14. Establish close relationship with business community with the purpose of achieving the business targets;
15. Monitors the branches and present reports with detailed and comprehensive analysis of the performance of each branch and the bank as a whole to the high management of the Bank, with all indicators that are relevant to business corporate operations, findings and recommendations.
16. Responsible for the follow up of target realization of corporate financings and deposits for all the branches.
17. Provides the Management with trend analysis of financing portfolio.

18. Proposes corrective actions to minimize the risk and maximize the profit from the operations.
19. Monitoring of actual performance of the clients after disbursement and making relevant recommendations to the Bank Management to renew or not the facilities after expiry.
20. Monitors and follows up financings repayment for all the clients and collection until commencement of legal process.
21. Ensure the application of applicable laws and regulations on the activities performed and based on these prepares the respective internal policies and ensures the correct application.
22. Visit and maintains close relations with clients;
23. Cooperates with the branch managers about acquiring new clients and any problem with clientele.
24. Provide quality securities for granted facilities (in cooperation with legal support dept. which will give specific instruction as per each case);
25. Enable quality feedback from clients trying to meet requests and specific needs;
26. Evaluates the training needs for the staff under supervision, prepare the training schedule and submit it to HR Manager.
27. Conducts performance evaluation for the staff of department and branch managers for corporate financings targets.
28. Compiles the holiday schedule for the staff of department in compliance with bank's rules.
29. Control and authorize daily/monthly entries (preparing if required).
30. Control the reports for Bank of Albania (preparing if required).
31. Receive the report from internal auditor of the bank and reply for all the incorrectness found, also follow up the fulfillment of the recommendations.
32. Member of ALCO, FI & Remedial Committee.
33. Responsible for the Credit Registry.
34. Performing other work as per bank's regulations, needs and as per instructions of the high management.

GENERAL REQUIREMENTS:

1. University Degree in Economy.
2. Minimum three years' experience in similar position
3. Knowledge of the business and banking market
4. Excellent knowledge of financing analysis techniques
5. Excellent communication, negotiation and interpersonal skills to deal with customers
6. Apply basic accounting principles in interpretation of customer financial statements
7. Organizational, analytical and problem solving skills
8. Able to work in a team
9. Good knowledge of spoken and written English.
10. Good computer skills.

The interested candidates should present the detailed Curriculum Vitae to the Human Resources Department before March 12, 2023. Only the candidates that meet the criteria will be contacted for the interview