

JOB DESCRIPTION & SPECIFICATION

JOB TITLE:	Senior Manager, Credit Risk
DEPARTMENT:	Credit Risk Management
SECTION/UNIT:	
REPORTS DIRECTLY TO:	General Manager - Credit Risk Management
IMMEDIATE REPORTEES:	Corporate Credit Risk Managers, Retail Credit Risk Managers, Credit Risk Analyst
SCOPE OF JOB:	The Senior Credit Risk Manager is responsible for leading the credit adjudication team, performance of portfolio risk assessments, as well as, reviewing credit proposals originating from Retail, Small and Medium-sized Enterprises (“SME”), and Corporate Banking credit teams and credit risk team; exercising sound credit judgement, and making sound credit recommendations and/or decisions within acceptable risk parameters. This includes the adoption and execution of the business strategy for credit in accordance with the global corporate strategy. Responsibilities also include implementation of credit risk management policies and establishment of processes and procedures to ensure adherence to loan provisioning assessment of the Bank’s credit portfolio.

MAIN DUTIES AND FUNCTIONS

- Direct Supervision, review and approve credit applications assessed and recommended by the Corporate Credit Risk Manager and Retail Credit Risk Managers within delegated lending authority.
- Direct supervision of the Credit Risk Analyst to ensure timely and accurate dissemination of data, information and reports to internal users (General Manager, Credit Risk; CEO; Management and Board Credit Committees), regulators and external Lenders, as well as, accurate calculation of the Bank’s Loan Loss Provisioning.
- Analyze and evaluate credit and financial strength of potential Borrowers to determine acceptable levels of credit risk exposure and approve credit facilities within delegated lending authority.
- Analyze and evaluate credit and financial strength of potential Borrowers to determine acceptable levels of credit risk exposure and make recommendations to the General Manager - Credit Risk Management and/or Management Credit Committee and/or Board Credit Committee for credit facilities that exceed delegated lending authority.

- Review credit quality risk ratings assigned to credit facilities and other extensions for credits submitted for adjudication.
- Ensure that the Corporate Credit Risk and Retail Credit Risk Managers are applying the highest standard of credit adjudication ensuring that credit facilities for Retail, Small and Medium-sized Enterprises (“SME”) and Corporate are being granted within policy guidelines established by the Bank and within the service level agreements.
- Responsible for monitoring and controlling the nature and composition of the credit portfolio within limits prescribed in accordance with JMMB Bank’s Credit Policies including the management of counter party risks through the establishment of limits and monitoring of same.
- Undertake quarterly (or as required) assessment of the Bank’s total loan portfolio to determine the level of loan provisioning required in accordance with the Bank of Jamaica regulations on Standard of Sound Practice on Problem Asset Management and Provisioning Requirements and Accounting for Expected Credit Losses for inclusion in the Bank’s financial statements.
- Undertake quarterly (or as required) assessment of the Bank’s total loan portfolio to determine the level of Expected Credit Losses (“ECL”) to be booked in the Bank’s financial statements in accordance with the International Financial Reporting Standard (“IFRS”).
- Ensure accurate and timely preparation and submission of reports to the Bank of Jamaica (“BOJ”), Board of Directors, External Lending Partners, Management Committees and other relevant entities.
- Liaise with Corporate Relationship Managers and Credit Committees on additional analysis to determine acceptance of credit risk in a potential borrower.
- Assess periodic industry review prepared by Group Risk and make appropriate recommendations on reductions in Industry Concentration.
- Assess and compile summary of industry reviews prepared by Credit Risk Officers/Group Risk on a quarterly basis for presentation to the Credit Committee.
- Attend Risk Policy Committee meetings along with General Manager, Credit Risk Management to present quarterly Credit Risk Management report.
- Provide training and guidance – on the job and In-House credit training for Lending Managers, Credit Officers and Credit Analysts.
- Attending **select** business calls with Originators.
- Monitor the Bank’s total loan portfolio to identify loan accounts exhibiting significant increase in credit risk and ensure the accurate classification of loans in the respective stages to determine the level of provisioning required.
- Submit quarterly loan provisioning assessment to the Financial Control Unit, Management Credit Committee and Board Credit Committee for approval.
- Ensure the adherence of SLAs between CRM and other departments.
- Ensures that all reported Audit and Compliance issues/recommendations related to credit business are addressed and/or implemented in a timely manner.
- Analyze alerts to adverse trends identified or reported by the Corporate Credit Risk Manager, Retail Credit Risk Manager and implement strategies to mitigate negative effects to the credit portfolio.

Team Management

- Provides coaching and development for all reportees including the preparation of individual development plans and IBSC's to ensure that team members are engaged and motivated and are a fit for the role assigned.
- Provides direction, fosters teamwork, leads and manages the credit risk team to ensure excellence.
- Manages team performance to ensure that all team members are delivering as per role expectations.
- Conducts clean-ups as required to ensure that the team is cohesive and harmonious and that the team spirit is in keeping with JMMB's partnership contract.
- Develops others through training on internal processes and procedures.
- Ensures compliance with the departmental budgets and supports the annual budget process.
- Responsible for staff technical development and training in the credit risk area.
- Promotes the JMMB's philosophy of the Vision of Love and its unique culture.

EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:

- A Masters Degree or Post Graduate Degree with specialization in Finance, Banking, Accounting, Management Studies, Business Administration or equivalent qualifications.
- Minimum seven (7) of experience in Lending/Credit Risk Management to include relationship management/origination within the Financial sector at a senior level in Corporate Lending/Credit Risk Management.
- Sound knowledge of credit appraisal and analysis techniques for Retail, SME and Corporate lending.
- Excellent Financial Analysis Skills.
- Strong analytical skills & excellent credit risk management skills.
- Experience in the negotiation and structuring of large corporate deals.
- Strong knowledge of credit administration and collateral assessment for loans/advances.
- Knowledge of the statute and practice relating to corporate and retail lending / delinquencies.
- Thorough knowledge of Special Credit Funding including DBJ and EX-IM credit processing as well as other International Agencies Guarantee process
- Working knowledge of the relevant sections of the Banking Services Act, BOJ Guidelines on Credit Management and Other Best Practices for Credit Risk Management including the proposals of Basel II, III
- Thorough knowledge of spreadsheet applications
- Excellent knowledge of the financial sector laws, regulations, ethics and professional jargon.
- Deep understanding of consumer behavior and the operation of the business sector.
- Excellent communication skills, oral and written and very good inter-personal skills.

AUTHORITY:

- To unilaterally approve/decline Retail, Small and Medium-Sized Enterprises (“SME”), and Corporate loans within delegated authority.
- To recommend loans for approval to the General Manager, Credit Risk Management and/or Management Credit Committee and/or Board Credit Committee for loans over assigned delegated authority.
- Ensure the implementation of procedures and/or processes considered necessary for the efficient management of the credit business with emphasis on the Retail and Small and Medium-Sized Enterprises (“SME”) lending segments.
- To vet and sign commitment letters and all other correspondence related to the business of credit.
- To make recommendations to the General Manager – Credit Risk Management for loan provision charges and/or loan write-offs.
- To recommend credit policies for approval or propose changes for enhancement and implement procedures and/or processes considered necessary for the efficient management of the credit business.
- To recommend the addition of new credit product and services and the withdrawal, discontinuation or suspension of existing products.
- To develop strategies for achieving loan booking and delinquency targets.
- Represent the department at Management Credit Committee, Board Credit Committee meetings, in the absence of the General Manager, Credit Risk Management.
- To set deadlines and prioritize steps for reportees.
- To approve requests for earned Leave for reportees.
- To recommend or to implement awards and/or disciplinary action for a Team Member.
- To recommend the employment or non-employment, movement or termination of Team Members.

LIAISES WITH: External and Internal contacts absolutely essential for carrying out the duties of this position. (e.g. CONTACT – Bank of Jamaica; FREQUENCY - daily/on-going; REASON - to confirm repurchases for JMMB; HOW – via telephone).

<u>EXTERNALLY</u>	<u>FREQUENCY & HOW</u>	<u>REASON</u>
➤ Financial Institutions	as required – telephone/email visits	To verify client information, sharing of information on industries, verify clients credit record/history, to participate in deals – syndications etc, to get competitive information.
➤ Corporate & Retail Clients	as required – telephone/visits in the case of Corporate accounts	To have discussions, gather, and verify info regarding credit proposals, to address issues outside of the scope of reportees
➤ Development Bank of Ja. & EXIM Bank of Ja. Ltd	as required- via email/telephone/in writing	Structuring and underwriting of credit proposals
➤ Professionals such as auditors, lawyers	as required – meetings on site/ email/telephone/in writing	1)To address audit and compliance issues for the unit; 2) To liaise on security and other legal matters related to credit
➤ CEO’s & Financial Controllers from various companies	as required – visits/email/telephone	To support business development efforts, supports due diligence processes with prospective clients.

<u>INTERNALLY</u>	<u>FREQUENCY & HOW</u>	<u>REASON</u>
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Credit Admin	Daily	Delinquency Management & Security documentation matters
Settlement	As required	Loan disbursements and other settlement matters.
Corporate Relationship Managers	As required	Loan repayments, account updates, potential credit Opportunities
Trading	As required	Liquidity for funding loans
Systems	As required	Report generation
Management Credit C’tee members	Frequently	To provide feedback on the business, to solicit approval For credits
Board Credit C’tee members	Frequently	“

WORKING CONDITIONS: List both the positive and negative working conditions associated with this job (e.g. *PHYSICAL - office environment, exposure to dust; SPECIAL - frequent travel, being on 24-hour call, numerous critical deadlines*).

PHYSICAL	FREQUENCY	% OF TIME
Normal office environment.	Daily	100%

SPECIAL	FREQUENCY	% OF TIME
Meeting deadlines for emergency credit requests	As needed	20%
Meeting deadline for various credit meetings	Weekly	20%
Working outside of normal office hours, including weekends to facilitate quick turnaround time for customers loan requests	Weekly and as needed	20%
Making client visits	As needed	20%