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| Job Title: | TRADE FINANCE AND TREASURY OPERATIONS SENIOR OFFICER | Reports to: | MANAGER- TRADE FINANCE AND TREASURY OPERATIONS |
| Unit: | TRADE FINANCE AND TREASURY OPERATIONS | Department: | HEAD OFFICE OPERATIONS |
| Grade: | SENIOR OFFICER | Date: | |
| Job Holder: | | Supervisor: | |
| Signature | | Signature: | |

| Job Purpose Statement |
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| <p>The role holder efficiently and accurately processes and checks various treasury & trade transactions for Bank customers, in accordance with the applicable procedures, rules and Policies, agreed service standards and operational instructions of the Bank.</p> |
| Key Responsibilities |
| <p>Financial</p> <ul style="list-style-type: none"> ▪ Recovery of all commissions due to the Bank for trade transactions ▪ Investigation on default/penalty claims by other banks and computation & generation of default/ penalty claims to other banks for non-settlement <p>Customer</p> <ul style="list-style-type: none"> ▪ Attending to correspondences (internal and external) ▪ Ensure prompt rendition of both regulatory and internal returns periodically ▪ Handling of trade transaction documents and liaising with customers to ensure prompt release of the same ▪ Resolution of issues in relation to trade transactions ▪ Process vouchers relating to interbank and client forex transactions and booking the deals in the system ▪ Preparation of SWIFT messages to facilitate funds transfers & deal confirmations and other messages incidental to forex transactions and money market/ interbank deals ▪ Ensure prompt settlement of deals to/ from counterparties within stipulated cut-off times ▪ Prompt processing of incoming payments within the agreed SLA. ▪ Prompt processing of outgoing RTGS and TT transfers as received by the branches. ▪ Settlement of KRA payments via swift. ▪ Processing of swift payments received from other departments like finance, Card operations |

Internal Business Process

- Checking of documentations submitted for trade transactions to confirm completeness and conformity to the Bank's requirements
- Maintaining of trade finance files by ensuring that proper filing is done to ensure smooth retrieval of any LC file needed
- Maintenance of trade finance registers & schedules
- Responding to open items on reconciliation statements
- Ensure adequate and excellent record keeping is maintained
- Ensure that SWIFT messages are downloaded and processed on a daily basis
- Daily rates maintenance in the system
- Preparation of reconciliations for the various NOSTRO accounts maintained by the bank
- Prompt resolution of open items in the NOSTRO reconciliations
- Maintenance of departmental registers & schedules
- Preparation and submission of the various departmental reports (both CBK and management)
- Ensure proper records for departmental transactions are maintained

Functional responsibilities

- Monitor and ensure compliance with regulations in transaction processing
- Facilitate and assist in Trade Finance product development and knowledge dissemination across the bank

Our Values

- Innovation and Creativity
- Integrity
- Passion and Commitment
- Customer Service Excellence
- Transparency and Accountability
- Team Work

Job Specification

Academic

- Minimum of bachelor's degree from a recognized institution

Professional Qualifications & Experience

- Professional qualifications in Trade finance and Treasury is preferred.

Desired Work Experience

- At least 3 years' experience in Banking Operations
- Experience in handling Trade finance, payments and Treasury Operations will offer an additional advantage

Reporting Relationships: jobs that report to this position directly and indirectly

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| Functional Reports | N/A |
| Administrative Reports | N/A |

Stakeholders: key stakeholders that the position holder will need to liaise/work with to be successful in this role.

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| Internal | COO Branch staff Operations staff Business staff |
| External | CIB customers CBK |

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic)

N/A

Ideal Job Competencies: Technical Competence

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| ▪ Excellent customer service disposition | ▪ Good treasury products and operations knowledge |
| ▪ Professional conduct | ▪ Good accounting & reconciliations knowledge |

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| ▪ High level of integrity/ Sense of responsibility | ▪ Good knowledge of international payment systems |
| ▪ Numerate skills | ▪ International law, conventions customs and practices of International Trade |
| ▪ Attention to detail | ▪ International banking operations |
| ▪ Fast and error free processing | ▪ Trade Finance product knowledge |
| ▪ Ability to work under pressure | ▪ International Trade regulatory knowledge |
| ▪ Good documentation and process management skills | ▪ Good knowledge of international payment systems and conventions |
| ▪ SWIFT proficiency | |

| Ideal Job Competencies: Behavioral Competence | |
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| ▪ Team spirit | ▪ Integrity |
| ▪ Excellent communication, presentation, and interpersonal skills | |
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