

VACANCY



Bank of St. Helena Ltd.

Lending Clerk

Commencing at £9,000 per annum

Bank of St Helena Ltd is seeking to recruit a suitable person to fill the vacant position of a Lending Clerk. This position is highly customer service focused. The successful candidate must be flexible to work demands, have excellent customer service skills and be self-motivated. Candidates should also have a keen eye for detail, exhibit high accuracy levels and have the ability to work under pressure and meet deadlines, whilst working well with others and as part of the wider Bank Team. As the Bank continues to evolve so do job roles, hence a positive attitude to accepting new assignments are an important feature when working within the Bank.

The main duties of the post include:

- Ensuring that all loan applications received are accurately completed, all supporting documentation is included and that loans are processed in line with the Bank's policies and procedures to ensure they meet the Lending criteria;
- To provide information relevant to the loan application process; this includes the various loan products, interest rates, insurances and any other terms and conditions relating to all existing and prospective borrowers;
- Ensure that key principles of professional credit management are maintained and the lending service is administered in an efficient, objective and timely manner;
- Liaising with clients throughout the loan approval process providing a high standard of customer service;
- Liaising with clients to ensure they are compliant with the terms and conditions of their Facility Agreements.

Skills and experience that candidates should have include :

- GCSE's in Mathematics and English at Grade C or above;
- Proficiency in IT skills, including Microsoft and Excel applications;
- Basic understanding of Accounting practices in relation to Banking;
- Experience of working in a customer service environment.

Interested persons can contact Miss Sherry Vanguard, Lending Supervisor on email lendingsupervisor@sainthelenabank.com or telephone number (+290) 22390 for more information.

An Application form and a Job Profile is available upon request from the Bank.

Completed application forms should be addressed to Mrs Michelle Knipe, Human Resources Officer, Market Street, Jamestown or emailed to hrofficer@sainthelenabank.com.

Closing date for applications is Monday, 05 December 2022.

Choose a career with Bank of St Helena and enjoy competitive benefits.



Bank of St. Helena Ltd.

Established and regulated under the Financial Services Ordinance, 2008, the Financial Services Regulations, 2017 and the Company Ordinance, 2004



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www.sainthelenabank.com



Market Street, Jamestown



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