

# VACANCY



Bank of St. Helena Ltd.

## Lending Clerk

**Fixed-Term Contract: 1st August 2023 - 31st March 2024**

Commencing at £8,796 per annum

Bank of St Helena Limited is seeking to recruit a suitable person to fill the vacant position of a Lending Clerk. This position will be offered as a Fixed-Term Contract from 01 August 2023 until 31 March 2024.

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.

### The main duties of the post include:

- Ensuring all loan applications received are accurately completed, all supporting documentation is included and 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 the lending service is administered in an efficient, objective and timely manner;
- Liaising with clients throughout the process providing a high standard of customer service;
- Any other duties.

### 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 [lending-supervisor@sainthelenabank.com](mailto:lending-supervisor@sainthelenabank.com) or Mrs Isabel Winfield, Lending Services Manager on email [lending-manager@sainthelenabank.com](mailto:lending-manager@sainthelenabank.com), or contact them on 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 Miss Merle Peters, Human Resources Manager, Market Street, Jamestown or emailed to [hrmanager@sainthelenabank.com](mailto:hrmanager@sainthelenabank.com).

**Closing date for applications is Friday, 28 July 2023.**

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



Bank of St. Helena Ltd.



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