

# VACANCY



Bank of St. Helena Ltd.

## Lending Services Officer (Commercial)

*Commencing at £12,984 per annum*

Bank of St Helena Limited is seeking to recruit a suitable person to fill the vacant position of Lending Services Officer (Commercial).

Responsible to the Assistant Lending Services Manager, the successful candidate must be flexible to work demands, have excellent customer service skills and be self-motivated. Candidates should have a keen eye for detail, exhibit high accuracy levels and have ability to work under pressure and meet deadlines, whilst working well with others as part of the wider Bank team.

The main duties of the post include:

- To ensure 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 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;
- Analysing loan applications in line with Bank's policies and procedures to ensure they meet the Lending criteria;
- Liaising with clients to ensure they are compliant with the terms and conditions of their Facility Agreements.

Interested persons can contact the Assistant Lending Services Manager on (+290) 22390 or email [asst.lendingmanager@sainthelenabank.com](mailto:asst.lendingmanager@sainthelenabank.com) for more information.

An Application form and job profile is available upon request from the Bank and can be viewed on our official website. Completed application forms should be addressed to the Human Resources Manager, Market Street, Jamestown or emailed to [hrmanager@sainthelenabank.com](mailto:hrmanager@sainthelenabank.com).

**Closing date for applications is Friday, 20 June 2025.**

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



Bank of St. Helena Ltd.

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



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