

JOB DESCRIPTION

Title of position	Loan Administration Officer Middle
Contract type	Permanent
Department	T&T / Global Financing Operations
Reporting to	GFO Loan Admin Manager
Job description date	1 st February 2021
Position opening start	5 th January 2022

Position Summary

To manage day-to-day processing, control and monitoring of loan processing, client data and other Back Office tasks

Main responsibilities and duties of the role

1. Process Loan Drawdowns, Rollovers and Rate Fixing for all Bilateral and Syndicated transactions booked under Hong Kong, Singapore, Labuan, Taiwan and Sydney entities.
2. Process includes funding and rate fixing with Treasury traders, reporting of fund movements to Treasury Settlements, loan disbursement to clients and booking of drawdown and/or rollover details into LOAN IQ.
3. To prepare accounting entries, disbursement of funds, liability booking, customers' payments and settlement under the assigned portfolio.
4. To monitor receipt and follow up non-receipt of principal installments, interests and fees booking under the assigned portfolio.
5. Process booking, billing and collection of commission, discharge of bank guarantees into LOAN IQ (e.g. banker guarantees, performance bonds, bid bonds, financial standby letters of credit etc) when Natixis is a Lender (not Agent).
6. To arrange disbursement to risk participants, insurance companies, participating banks and other contracted parties.
7. To assist Loan Syndication Team for loan sell-down (primary and secondary) and handle deal settlement.
8. Maintain all administrative records of borrowers and lenders in LOAN IQ
9. FATCA / AEOI: prepare and send the FATCA request, chase when needed. Update EMIR status in Tethys upon Asia Vetting team request
10. Process Audit Confirmations for corporate and bank customers of Agency transactions
11. To contribute to UAT for various systems
12. To support APAC offices tracking outstanding documents in relation to financing activities & prepare relevant report
13. To support APAC offices for preparation of various operational & periodical reports

Technical skill requirements

- Documentation review skills to retrieve operational information from facility agreement
- Familiar with Microsoft Windows (Excel, Word, PowerPoint).
- Knowledge in Loan IQ is essential
- Knowledge and experience in preparing RTGS/CHATS payments, Swift payments, RMB cross border payments.
- Knowledge in Flexcube, Calypso, Matisse MSC, Summit are an advantage.
- Knowledge in UCP 600 & ISP98 relating to SBLC, URDG relating to Bank Guarantees.

Job Qualification (education, years of experience and other soft skills)

- At least 5 years relevant experience in an international bank (CIB)
- Knowledge in financing products (incl. loans, various kinds of SBLC & bank performance guarantees)
- Good attitude and interpersonal skills.
- Fluent written and spoken English
- Spoken Mandarin & Cantonese, Written Chinese an advantage