

SENIOR COMMERCIAL OFFICER, Susu Microfinance Bank - NIGERIA

About the Organization:

Susu Microfinance Bank is a leading microfinance bank in Lagos with a wide network of branches and meeting points.

About the Job:

The Senior Commercial Officer will implement the commercial strategy for credit operations and other financial services. S/He is responsible for the overall management of the commercial department, its internal controls and strategic planning

Task/Responsibility:

- Management of commercial department:
 - Oversee the department's managers/ supervisors and guides them, maintain a high standard of discipline;
 - Provide timely and accurate information and reports on a regular basis to senior management;
 - Perform analysis on financial indicators;

- Credit control and administration:
 - Organize and act as chair of the credit committees at the credit levels as outlined in the procedures manual;
 - Manage the application of policies, norms and procedures at the branch level and supervise that the entire loan process is working according to procedures;
 - Set performance contracts and monitor performance and implement the performance management system for the department's managers.
 - Ensure the entire loan process is working according to procedures

- Portfolio quality management:
 - Monitor quality of loan portfolio
 - Perform analyses to determine the factors that are affecting the delinquency rates
 - Develop recovery strategies
 - Supervise loan officers.

- Savings mobilization:
 - Develop and monitor the implementation of the savings deposit strategy at the level of the branches, zones and sectors, and develop savings mobilization strategies;
 - Manage the application of policies, norms and procedures at the branch level and supervise that the entire savings process is working according to procedures;
 - Set performance contracts and monitor performance per procedures for the savings officers.

- Department administration:
 - Ensure department maintains up-to-date and accurate client records;
 - Organize and maintain neat, up-to-date and accurate files regarding performance of all of the department's managers.
- Department reporting: Perform analysis on financial indicators and provide reports, analyze trends in the loan portfolio and identify reporting needs.
- Financial planning and management:
 - Develop annual plans and budgets for the commercial department, incorporating input from the department management team and branches;
 - Approve expenses within the budget parameters;
 - Fulfil all other functions and duties as required by the COO.
- General management:
 - Lead the department, supervise department staff, mentor and coach staff;
 - Report any internal control deficiency to senior management and the auditors, coordinate, with the human resources department;
 - Supervise all information system and technology projects for the department;
 - Control the institution's expenses and investments.

Skills/ Experience/Qualification:

- Advanced degree in business, accounting, finance or related area of study
- Minimum of 10 years of direct experience, preferably in a bank or MFI in credit operations for micro, small and medium enterprises;
- At least 5 years track record in a senior management position of a financial institution (with total assets of at least \$10m) servicing the MSME sector or involvement at a senior level in the provision of advisory services to MFIs;
- Experience in commercial strategic planning, budgeting, credit analysis, product and system development, and risk management
- Knowledge of bank and non financial institution operations
- Strong analytical skills
- Excellent communication skills; ability to present financial information effectively to both specialists and non-specialists;
- Good understanding of financial and credit analysis software packages
- Strong computer skills
- High standards in regards to quality of work
- Ability to operate with a minimum of on-site supervision.