An exciting opportunity to work with a new International Bank

The Company
Westminster Bank Limited has recently been granted an International Banking licence in Vanuatu.
It is seeking three positions as follows:

General Manager Banking

This position is responsible for the overall running of the Bank and requires extensive travel to neighbouring countries. Reporting to the Board of Directors this position requires extensive experience as follows:

- Extensive Commercial business lending experience preferentially in other countries
- Knowledge of Credit Policies and Procedures
- Understanding of KYC and AML policies and processes
- Ability to Manage Staff
- A network of brokers throughout Australian and New Zealand

Manager Vanuatu

This role manages the Bank’s Vanuatu office and has one start reporting to him/her. It is expected that they have the ability to

- Promote and market the Bank’s products to overseas investors and borrowers.
- Collect data and information on new loan applications and prepare submissions and recommend approvals.
- Manage the Bank’s Customer base providing regular contact and management of customer’s requests.
- Oversee the opening on new accounts and ensure the Bank is complying with its Customer Due Diligence Policy.
- Maintain all current and past loans information for audit and credit review purposes.
- Along with the General Manager Banking ensure loans are monitored and reviewed and report any defaults. The loans must be reviewed annually or when defaults warrants reporting.
- Oversee all reporting on liquidity and capital management to the Reserve Bank.
- Report changes to RBV Guideline to management when they occur.

Requirements

- Must have valid Vanuatu Driver’s license.
- Must have experience in loan assessment and reporting.
- Must be experienced in monitoring and reporting of liquidity and capital to Reserve Bank of Vanuatu.
- Must be very skilled at Microsoft Office Suite of products in particular Excel, Word, Access, Powerpoint and Outlook.

Operations Staff

This staff member reports to the Manager Vanuatu. They will be required to do the following tasks:

- Open new foreign currency accounts and ensure the Bank is complying with its Customer Due Diligence Policy
- Deal with day to day requests from customers
- Accept new foreign currency term deposits and liaise with Manager Vanuatu on rates.
- Assist with the collection of data and information on new loan applications.
- Maintain all current and past data and information for audit and credit review purposes.
- Prepare all periodic reporting for checking by manager including Liquidity, Capital and loan default reports.
- Maintain accounting data bases and daily transactions in Accounting software packages.
- Complete all local bank deposits and daily withdrawals and reserve bank lodgements

Requirements

- Must have valid Vanuatu Driver’s license.
- Must have experience in banking in Vanuatu.
- Must be very skilled at Microsoft Office Suite of products in particular Excel, Word, Access, Powerpoint and Outlook.

To apply for any of the three positions please send an email to timscala1@optusnet.com.au of no more than 4 pages with a covering letter, a resume and details of your salary requirements. The closing date for applications will be 28th June 2019.