



Job Title: Credit Administration Officer

Department: Loans

Job Summary

Provide administrative support in delivering excellent customer service with respect to loans customers.

Main Responsibilities

- Gather documents to ensure compliance with the Board's policies/relevant guidelines/laws and perform filing.
- Update the loan information system.
- Prepare and submit approved loan proposals to customers.
- Inform clients about rejected loans.
- Verify all conditions precedent before disbursing a loan.
- Prepare and submit loan disbursement instructions to the Finance department.
- Communicate with search officers, surveyors, notaries and legal advisors to ensure that advice/reports/payments are obtained/made within delays set in applicable SLAs.
- Ensure perfection of security through registration/pledge/inscription of lien.
- Inform client about the maturity of their loan in a timely manner.
- Cancel payment instructions and refund any excess amount after verification of overdue any other accounts held by client.
- Release collaterals upon full settlement of loan.
- Archive clients' loan after full settlement of loan.
- Answer promptly to customer query and ensure confidentiality of information by disclosing it only to authorized recipients.
- Update MCIB with any changes and loan's data.
- Send loan statements and interest certificates for tax purposes in a timely manner.
- Ensure collaterals of clients are properly secured by requesting assignation certificates for their

insurance.

- Prepare and reconcile loan reports with accounts balances before sending to the investment department for pricing.
- Prepare report for loan interest benefits and send to HR department within appropriate deadlines.
- Prepare quarterly reports for FSC and submit to Manager for review.
- Prepare reports of interest paid and estimate of interest payable for tax purpose.

Job Requirements

- Degree in finance/economics or management /ACCA level 2
- A minimum of 3 years of relevant experience
- Result-orientated with planning and organizational ability
- Self-confident, committed, enthusiastic and able to work under pressure
- Ability to effectively interact with all levels of internal and external customers

Interested candidates are requested to send their CV on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises. Applications received after the closing date might not be considered. The company also reserves the right not to proceed with the vacancies.