



EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

Officer-in-Charge Eleuthera Branch

Key responsibilities:

- Oversees the operations of the branch to ensure that staff have appropriate resources;
- Works in a supervisory capacity providing instructions to associates, demonstrating job requirements and preparing work schedules;
- Conducts monthly and weekly audits by reviewing the work of team members;
- Carries out account management such as processing inquires, account updates, holds, auditing and filing dormant account files
- Performs duties of Treasury Custodian;
- Completes credit applications and forward to Credit Adjudications for approval;
- Authorizes applications within specified guidelines and forwarding all others exceptions to the CRM;
- Monitors retail and small business delinquency and overdrafts;
- Conducts periodic reviews of small business loans and merchant services as required;
- Manages and monitors the deposit portfolio to hold the bank safe from losses;
- Develops a branch Business Plan to achieve team goals based on market analysis;
- Creates an environment of continuous improvement by providing guidance to staff, assisting them in achieving their sales and activity goals;
- Facilitates weekly sales meetings;
- Reviews results of Bank's customer satisfaction survey and leading the development of an action plan to address key issues

Minimum Requirements:

- Bachelor's Degree and Accounting background
- 3 or more years' experience in Operations of the Bank
- In-depth knowledge of governmental laws and Bank policy, regarding credit and financial transactions to ensure branch operations are in order and comply, including RPC policies, current Financial Transactions Reporting Act, Bank and Trust Act, FATF Act to coach staff and ensure all branch operations are in compliance
- Detailed knowledge of Bank policies and procedures and services to appropriately direct and give guidance to associates and customers
- Strong supervisory/ managerial skills
- Proficiency in the use of the Microsoft Office suite of products.
- Excellent organization, oral and written communication skills
- Strong accounting skills

Benefits include: Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

Interested persons should apply no later than **April 19th, 2021** to:
Email: hr.apply@bankbahamas.com