



## SENIOR CREDIT OFFICER – CREDIT ADMINISTRATION TEAM

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**Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.**

We are currently looking for a **Senior Credit Officer (CDI, m/f) for our Administration team** to join the head-office in Luxembourg.

The **Senior Credit Officer** is responsible for the daily administration and management of the credit activities and associated tasks.

Hierarchically, the job holder is under line management of the Head of Transaction Services.

### **Key responsibilities**

- Administration of the loan portfolios including processing, booking and filing of approved lending transitions
- Monitor and periodically assess outstanding lending transactions and check compliance with undertakings, covenants, etc.
- Monitoring of performance, counterparty risks and collateral position on individual loan and portfolio level
- Participation in internal projects related to the continuous improvement of the above activities
- Support the preparation of regular and ad hoc monitoring reports and/or emails e.g. to management and Board, other decision bodies/committees and internal/external auditors;

### **Requirements**

- Minimum of five years professional experience in credit administration, including sound knowledge of asset backed loans, mortgage loans and Lombard loans;
- Preferably having a degree in Finance, Banking, Economy or Business Administration related studies;
- Team player with strong analytical and communication skills and highly service-oriented;
- Hands on approach, working autonomously, quality oriented and in a timely manner;
- Sound understanding of financial markets and products;
- Ability to work under pressure and manage multiple tasks simultaneously;
- Good knowledge of MS Office and common financial information systems (e.g. Bloomberg). Experience with the core banking system, New Access APSYS AMBIT is a strong asset;
- Professional behaviour, diplomatic, good attention to detail and a willingness to learn;
- Proficiency in English (both spoken and written) is a strict prerequisite;

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

**Only shortlisted candidates will be contacted by our HR team.**

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.