

## **JOB DESCRIPTION AND RESPONSIBILITIES**

### **Nature and Scope**

The position of Outer Island Agent involves the handing of cash and therefore requires an honest and orderly person with ability to concentrate on the recording and addition financial transaction of the Bank. The nature and scope of his work contribute to the achievement by the bank of the following objectives.

- Effectively promote and market the credit and other services of the Bank.
- Ensure that the Bank's and financial transactions are properly recorded.
- Ensure that the Bank's credit & saving services are responsive to the needs of customers

### **General Responsibility- Basic Function**

The Agent's basic function is to receipt revenues and make payments correctly and promptly and to ensure all financial transactions of the Bank are processed and recorded accordingly to its established accounting system and procedures.

### **Specific Responsibilities**

- Market loan & saving products of the Bank
- Responsible for delivery of good customer service to the public.
- Assist clients on filling of application and other form.
- Provide advisory services to DBT clients on the Island
- Collection of debtor's loan repayment on the Island and transfer cash credit received from client's loan repayment to the DBT when received.
- Collection of saving deposits from clients on the Island and transfer cash credit received to the DBT when received.
- Submit weekly report on loan repayment and transfer to the Head Office
- Supervise over and inspect the borrower to make sure the borrower uses all the funds for the Projects.
- Responsible for the bank assets on the Island
- Build positive working relationship with existing customers.
- Monitor customers queries and ensure timely response to all issues
- Maintain and update knowledge on all bank products and services
- Perform any additional duty directed by the General Manager.

### **Qualification and Experience**

Candidates for this position should reach form seven with passes in English and Mathematic or a certificate in either Banking, Commerce, Accounting, Economics or Business Studies from a recognized Institution. Candidates who have completed Form 6 or 7 with passes in English and Mathematic may also be considered, but only if no candidates with tertiary qualification are available. Working experience in a financial institution will be an advantage.