

Job Vacancy Announcement

AccessBank Liberia Limited (ABLL), is seeking qualified individuals to fill the position of **Junior Collections Officer**.

AccessBank Liberia Limited, shareholders are multinational entities including AccessHolding, African Development Bank and European Investment Bank.

The Bank is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs.

AccessBank Liberia provides excellent career opportunities.

Job Title: **Junior Collection Officer**
Department: Credit
Duty Station: Monrovia
Number of positions: 10 (Ten)

Main Responsibilities:

- Protect the interests of the bank
- Meet monthly targets and deadlines for task given;
- Contact **by phone** the borrower, guarantors, collateral providers to inform about their financial obligations and structure of the debt and terms of debt collection;
- **Contact by phone** any responsible relatives and a variety of third parties to obtain information on debtors' ability to pay, contact information, location and collateral.
- Identify source of information about the debtors and collects such information;
- Conduct negotiations with debtors **via phones** and convince them to pay their debts;
- Advise debtors on settlement of outstanding debts;
- Maintain data input of all information about the work done into the Recovery software platform, and other banks software;
- Register any new known information about the debtor and related parties which can help in loan recovery;
- Control and monitor loan repayments and fulfillment of agreements by the debtors to settle the debt.
- Monitor the balances of overdue clients' and guarantors' accounts;
- Present the information for the recovery committees and makes relevant proposals that ensure the recovery of the loan.
- Identify fraud and suspicious loan cases and promptly reports it to credit controlling and risk departments.

- Anticipate, identify and promptly address tasks and issues that arise in the area of responsibility that are not specified in the job profile. Ensures that supervisor is aware of these tasks and issues.

Qualifications:

Education	:	University graduate, graduating senior & advance diploma
Experience	:	Prior banking experience is <u>NOT</u> required.
Computer literacy	:	Microsoft Word and Excel,
Languages	:	Fluency in English

Other desirable qualities:

- Thorough and accurate
- Good communication skills
- Ability to work against tight deadlines and pressure
- Honest, reliable and approachable

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, 20th Street Sinkor or via email: hr@accessbank.com.lr Deadline for this vacancy is Friday, April 30, 2021.