

ROLE PROFILE

JOB TITLE:	ASSISTANT BANKING MANAGER
DEPARTMENT:	BANKING
LOCATION:	LONDON
DATE:	OCTOBER 2020
FCA / PRA REGULATED ROLE:	NO
REPORTS TO:	BANKING DIRECTOR
JOB PURPOSE:	
<p>To assist Banking Directors and Associate Banking Directors to manage their defined Client Portfolios, and in particular, to be responsible for handling day-to-day administrative matters for those clients, providing exceptional levels of service.</p>	
MAIN RESPONSIBILITIES / KEY DUTIES	
<ul style="list-style-type: none"> • To establish and maintain strong working relationships with clients. • To handle day-to-day administrative matters (e.g. payment processing, account opening, foreign exchange / deposit requirements etc.). • To assist with the preparation of internal credit applications and with regular monitoring of existing borrowings in accordance with Company Credit policies and procedures. • To undertake or support ad-hoc business projects as required. 	
REQUIRED QUALIFICATIONS, KNOWLEDGE, & SKILLS	
<ul style="list-style-type: none"> • Preferably educated to a UK degree level or equivalent. • Foundation awareness of how a bank operates and its commercial environment, as well as with issues likely to affect the Bank's client base. • A strong commitment to excellent client service and teamwork. • Strong relationship building skills. • Excellent interpersonal and communication skills (both written and oral). • Good organisational and administrative skills • Good knowledge of Microsoft Office applications. 	