

## **POSITION DESCRIPTION**

Tumla Finance Limited

### **AM4084 - Senior Loans Officer**

**Tumla Finance Limited (TFL)** is a subsidiary entity of Tumla Investment Limited and provides unparalleled personalized loan services to a broad range of clients across the Port Moresby area.

TFL specializes in providing small personal and school fee loans and is here to ensure that your financial aspirations are taken care.

The company needs an energetic working professional to join and lead the team.

The position is based in Port Moresby.

### **SENIOR LOANS OFFICER**

#### **Key Responsibilities:**

- Interview applicants applying for personal & SME loan
- Research applicant's financial status, references, credit history, and evaluate their ability to repay the loan
- Complete & finalized loan documents for management approval
- Promote the company's loan services
- Review and update loan files
- Prepare statements for unpaid accounts, negotiate repayment terms with customers
- Liaise with finance & accounting team for period end financial reports preparation.

#### **Expected Competencies:**

- Diploma / Degree graduate in Banking & Finance/Commerce/Accounting
- 5 or more years intensive work experience in similar role
- Be of sober habit, committed, trust worthy, and promote culture of team work
- Analyse and interpret financial data
- Excellent use of word, excel, internet, and email software
- Job exposure with FinPower financial system and MYOB accounting system
- Excellent customer service skills.

**This position is open to PNG citizens only.**

### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

Alternatively, please call us on 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 13<sup>th</sup> August 2021**

**Only short-listed applicants will be contacted.**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**