



## **JOB TITLE: Specialist; Collateral Administration (1 Position(s))**

**Job Location :** Head Office

**Job Purpose:**

- To ensure efficient and compliant administration of all collateral documentation under Collateral Management Agreements (CMA) structures, including verification and fulfillment of all credit related Conditions Precedent and before processing any drawdown requests release.
- To coordinate end to end collateral management activities with internal and external stakeholders including Credit, Trade Finance, Legal, Business Units, and Collateral Managers to support smooth, timely, and compliant drawdown processing and overall facility operations.
- To maintain accurate, up to date collateral records and monitor ongoing collateral requirements, ensuring proper registration, safe custody, release, substitution, and revaluation of collateral in line with approved credit terms, regulatory guidelines, and internal policies.

**Main Responsibilities:**

- Ensure compliance with credit approval and all Condition Precedents (CPs) relating to Collateral Management Agreements (CMA) facilities are fully met before submitting drawdown requests to Credit Operations.
- Ensure all CMA documentation (Tripartite agreements, stock reports, insurances, contracts, etc.) is complete, valid, and compliant.
- Responsible for verifying and maintaining accuracy of CMA documentation, stock reports, insurance, and all collateral related requirements before any utilization and release of stocks.
- Monitor collateral quality through CMA stock reports and reconcile any variances
- Maintain accurate collateral entries in core banking system, Collateral Management Tool Tracker Documents ensuring stock values, insurance, and other key parameters are up to date.
- Ensure compliance with CMA procedures, risk controls, regulatory requirements and internal audit recommendations.
- Responsible for supporting and coordinating with external stakeholders such as auditors, regulators and collateral managers when collateral verification is required.

- Coordinate and organize engagement meetings with Collateral Managers, including preparation of agendas, documentation, and follow up of agreed action points.
- Responsible to monitor periodic performance reviews of collateral managers, identify gaps or operational weaknesses, and recommend improvement actions or escalations where necessary
- Responsible for reconciliation of CMA stock positions against borrower utilization and approvals.
- Promptly escalate exceptions, discrepancies, variances, or early warning signals noted in stock reports or warehouse inspections.

#### **Knowledge and Skills:**

- Good understanding of collateral types, CMA structures, warehouse receipt processes, and stock financing
- Understanding of collateral management, security perfection, and registration processes
- Strong understanding of credit operations, credit approval documentation, and lending processes
- Strong understanding and application of control frameworks, risk management principles, and audit requirements governing collateral management and CMA facilities.
- Excellent analytical skills and attention to detail, with a proven ability to review documentation critically and ensure strict compliance with established processes and controls
- Strong communication, documentation, and stakeholder engagement capabilities.
- Ability to interpret credit approval terms and collateral conditions.
- Proficiency in Microsoft Office applications and core banking systems.
- Ability to work under pressure and meet tight deadlines.

#### **Qualifications and Experience:**

- Bachelor's Degree in Finance, Banking, Agribusiness, Risk Management, Economics, Law, or related fields.
- At least 3 years' experience preferably in banking or financial services, with a focus on risk, compliance, credit operations, or collateral management
- Proven experience in the use of collateral management systems and in supporting secured lending operations, including collateral management and compliance
- Experience with CMA structures, warehouse receipt financing is an added advantage

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.*

*Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

*NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.*

Only shortlisted candidates will be contacted.

**Job opening date :** 03-Jun-2026

**Job closing date :** 17-Jun-2026

**APPLY HERE**