

About FCM Bank

FCM Bank is a Maltese Bank specialising in Corporate Financing Solutions, and deposits for both Personal and Corporate clients. The bank focuses on delivering simple and straightforward products to its customers whilst striving to provide them with the best service possible. Our strong customer focus is reflected in our workplace, and we are constantly evolving and looking for opportunities for success in this dynamic and challenging market. Our people are our most important asset and play a vital role in our efforts to continually enhance our performance for customers and provide best-in-class products and services.

We have recently opened the position of **Risk Support Officer** and are seeking a talented individual with a demonstrable record of accomplishment to join our dynamic team of professionals.

Job description

Reporting directly to the Head of Credit Risk, the Risk Support Officer will be responsible for managing the Bank's relationship with external architects and supporting the Bank's Risk Management team with the various administrative tasks.

Responsibilities:

- Managing the process with external architects to ensure timely delivery of valuation reports and progress reports;
- Recording details related to property valuations received by the bank;
- Assist the Risk Management unit completion of data as instructed by line managers;
- Setup of meeting agendas and taking minutes during the Bank's committees;
- Assist in the compilation of risk-related reports;
- Performing Customer Credit Reviews;
- Administrative tasks related to the Risk management team.

Skills and Qualifications required:

- Possess a Diploma level of education, preferably in Banking or Management field;
- Proficient with MS Office applications particularly in MS Excel and MS Word;
- Fluent in Maltese, English
- Proactive person, that understands the dynamics of working in a growing team;
- Ability to work with minimal supervision and good in prioritizing, organising and time management abilities to meet deadlines.
- Minimum of two years experience within a Financial Services institution. Knowledge of Corporate loans and/or dealing with Bank external architects will be considered an asset.

How to Apply

If you are interested in being considered for this post, please send a CV to vacancy@fcmbank.com.mt