



## LOANS OFFICER

### KEY FUNCTIONS AND RESPONSIBILITIES

- Manage a portfolio of loans.
- Interview loan applicants, assess applications and make recommendations.
- Ensure proper maintenance of records associated with the loan applications.
- Proactively sell loan products and other products offered by the SRLF.
- Prepare reports and position papers on behalf of loan beneficiaries.
- Ensure that relevant security documents are accurately executed and loans are disbursed in accordance with procedures.
- Assist with the collection of assigned delinquent loans.
- Maintain a good relationship with borrowers and other stakeholders.

### QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Banking and Finance, Accounting, Management or a related discipline and two years' work experience in a similar capacity.

OR

- An Associate degree in Banking and Finance, Accounting, Management or a related field and four years' experience in a similar capacity.

### CORE COMPETENCIES

- Ability to maintain high level of confidentiality
- Demonstrate good time-management skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Ability to work speedily and accurately under pressure

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### JOB SUMMARY

- The Loans Officer will be responsible for assisting the company in achieving its loan targets by selling, facilitating and managing a portfolio of loans.

### KNOWLEDGE

- Employment Rights Act
- Business management procedures
- Microsoft Office
- Credit administration principles, practices and procedures

**APPLICATIONS SHOULD BE  
SUBMITTED NO LATER THAN  
OCTOBER 26, 2025.**

### Contact



Assistant Manager, Employee &  
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**ONLY APPLICANTS SELECTED FOR  
AN INTERVIEW WILL BE CONTACTED**