



# Maldives Finance and Leasing Company Pvt. Ltd

MALE', REP. OF MALDIVES

## STAFF VACANCY: MANAGER, CREDIT DOCUMENTATION AND MONITORING

To strengthen our valuable human resources, we are looking for dynamic and people oriented person to recruit as Executive – Credit Appraisal in our organization.

### Key Responsibilities:

- Lead and manage the preparation of sanction letters, mortgage agreements, and charge documents for credit facilities, ensuring accuracy and compliance with regulatory and internal policies.
- Supervise the gathering of all required documentation and oversee the completion of mortgage formalities prior to disbursing loans.
- Ensure timely and accurate maintenance of customer files, registers, and all records related to credit facilities.
- Oversee the creation and management of comprehensive records for customers' loan accounts, ensuring adherence to legal and financial guidelines.
- Serve as the primary point of contact for customers, addressing inquiries and providing appropriate support throughout the loan process.
- Support the Finance and Credit Officers in facilitating loan requests from application through to closing, ensuring smooth coordination and timely delivery.
- Monitor and manage the quality and performance of the loan portfolio, implementing corrective actions when necessary.
- Plan and conduct project inspections and review visits to ensure projects comply with agreed terms and conditions.
- Produce detailed, clear, and actionable inspection reports to assist relevant departments in decision-making.
- Ensure all relevant insurance, fees, certificates, and other regulatory requirements are tracked, followed up on, and maintained within designated registers.
- Assist in preparing weekly, monthly, and quarterly reports for Senior Management to inform strategic decisions.
- Provide leadership and support on ad-hoc requests from Management, assisting in special projects and operational improvements.

### Qualifications and Experience:

- Bachelor's degree in Finance, Business Administration, or a related field.
- Minimum of 5 years of experience in credit documentation, loan monitoring, or a similar role, with at least 2 years in a supervisory or managerial capacity.
- Strong knowledge of credit processes, legal documentation, and regulatory compliance requirements.
- Excellent communication and interpersonal skills, with the ability to interact effectively with customers, senior management, and cross-functional teams.
- A proactive, solution-focused mindset with a commitment to high-quality service delivery.

### Salary and Other Benefits:

- An attractive remuneration package to suit the qualifications and experience.
- Health Insurance provided upon confirmation.
- On the job training.

Digital job application form available at MFLC website link <https://www.mflc.mv/careers>. Detailed bio-data/curriculum vitae (CV)/resume, national ID card copy, valid Police report, covering letter, education and employment references supported by two non-related referees should be addressed as below and mailed to ([hra@mflc.mv](mailto:hra@mflc.mv)) before December 22, 2024 in person. Please note, only short-listed candidates will be notified.



Trainee Development - Gold

The Chief Executive Officer  
Maldives Finance and Leasing Company Private Limited  
04<sup>th</sup> Floor, H.Filigasdhoshuge  
Ameer Ahmed Magu, Male' 20-066

***(Only Maldivian nationals will be considered)***