

## **FUNCTION PROFILE**

### **Head Corporate Banking Department**

#### **Introduction AT Bank**

Amsterdam Trade Bank N.V. (since 1994) is a fully owned subsidiary of Alfa Bank. It provides standard and tailor-made products in the field of Russia and CIS related trade and structured finance, corporate banking, treasury and international money transfers. Through the extensive network of parent Alfa Bank, one of Russia's largest private banks, Amsterdam Trade Bank has a profound knowledge of the Russian and CIS business environment.

Amsterdam Trade Bank is the biggest bank with private Russian capital operating within the European Union. Amsterdam Trade Bank is supervised by the Dutch Central Bank (De Nederlandsche Bank) and carries out its activities in strict accordance with all Dutch banking regulations.

Over the years, Amsterdam Trade Bank has built up a reputation of a reliable partner for international financial institutions, Export Credit Agencies, large European producers and exporters to Eastern Europe as well as for importers and exporters in the Russian Federation and CIS countries. Subsequently the bank's financial results show a rapid increase on the back of excellent performance and the importance of its strategic purpose within the Alfa Group.

#### **Introduction department**

Corporate Banking is predominantly responsible for originating and managing the relationship with corporates from CIS countries or with CIS background as well as with Western companies, active in that region. Corporate Banking's portfolio comprises of a wide variety of industry segments. The services of the Preferred Clients unit will predominantly be provided to corporate banking clients in line with the prospected growth strategy and private deposits (not related to the S&D products).

#### **Departmental responsibilities**

- Originate, maintain and develop relationships in the corporate loan market, focused on the RU/CIS region
- Manage a corporate loan book with parameters provided by Risk Management / Management Board
- Maintain a regular contact with existing clients in order to analyse their needs
- Stay in regular contact with Alfa Bank account managers servicing joint clients
- Bring in and develop know how for corporate banking
- Marketing to potential corporate banking clients to cross sell our products



- Presentation of new corporate banking oriented clients to Compliance committee
- Provide regular credit reviews of Corporate Banking clients
- Negotiate terms and conditions and prepare credit applications for new loan facilities for Corporate Banking clients
- Present and defend Corporate Banking credit applications in the Credit Committee
- Prepare and present certain Corporate Banking applications to Alfa Bank, if required, follow up progress at Alfa Bank and inform CC about decision
- Review and authorize Corporate Banking credit applications from account managers prior to submission to Risk Management
- Cross sell ATB Treasury as well as other products
- Develop and maintain management reporting

## **Management Responsibilities**

- Leadership:
  - Manage the Department efficiently so that performance goals and objectives are achieved.
  - Coach and advise the Corporate Banking team
  - Identify and resolve any performance issues
  - Distribute and control the tasks to be performed by the employees in the Department
  - Communicate the strategy, plans and ideas to the departmental staff
  - Promote awareness and ensure adherence to all policies & procedures
- Vision:
  - Formulate strategies for the future of his/her own field of work or organization of the department
  - Indicate market, sector and technological trends and developments for the coming years.
  - Propose and/or implement innovative ideas to enhance business results
- Liaise with key operational functions to ensure client service delivery to agreed benchmarks
- Escalation and complaints management for the department
- Manage the formulation and implementation of key client service programs
- Responsible for completing the goals set by the management
- Responsible towards the Board for specific area of his/her business
- Provide the Managing Board on a regular basis with relevant information pertaining to the organisation of the Corporate Banking Department
- Review and sign-off of departmental reporting
- Lead projects

## **Specific job responsibilities**

- Further develop the internal structures for Corporate Banking within the bank
- Support the Board in contributing to the strategy for the future of ATB, her/his own department and for the organization of the team
- Prepare and maintain the annual departmental Budget
- Cooperate with other Department Heads to obtain the best financial and commercial results for ATB
- Develop and maintain procedures and work instructions
- Adapt him/herself to the values, norms and behavioural codes of ATB

### **Requirements**

- Ambitious professional with a university degree in Banking or equivalent education
- At least 8-12 years of relevant experience in the sector
- Sound understanding of all ATB products
- Willing to work in a small team and to take ownership
- Excellent communication skills in English and Russian, both verbally and in writing
- Fluent in another Central Eastern European language will be considered a plus
- Prepared to work in Amsterdam

### **Skills & Competencies**

- Excellent communication skills
- Pro-active approach
- Accountability for targets/developments
- People Manager, developing others/talent Management
- Interpersonal Effectiveness
- Capable to work in a small team and to take ownership
- Innovative
- Problem Solving attitude
- Open and honest
- Ability to manage multiple priorities
- Analytical thinking
- Ability to work accurately, under high pressure within fixed and short timeframes
- Result and quality oriented
- Project managing skills
- Good sense of humour