



CAREER OPPORTUNITIES AT EQUITY BANK.

Equity Bank is one of the region's leading Banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern, inclusive financial services that maximize their opportunities. With a strong footprint in Rwanda, Kenya, Uganda, Tanzania, DRC and South Sudan, Equity Bank is home to more than 20 million customers – the largest customer base in Africa. Currently Equity Bank Rwanda is seeking additional talent to serve in the role of **Credit Reporting Assistant Manager**.

CREDIT REPORTING ASSISTANT MANAGER

Job Purpose

Responsible for ensuring reporting of the day-to-day performance of credit facilities is done, by providing on a regular basis with the appropriate portfolio report and ensuring these are submitted to internal and external stakeholders in line with their requirements.

Key Duties, Responsibilities and Accountability

- Generates and maintains loan credit reports for presentation to the Management, and provides monthly reports on the same, in accordance with the credit policy and BNR regulations. Analysis and reporting should provide portfolio insights and inform strategic decision-making.
- Preparation of quarterly Board Credit Committee deck presenting credit portfolio information, trends analysis, and confirmation of adherence to credit policy and risk appetite limits.
- Provide statutory returns and reports in an accurate and timely manner, upholding adherence to internal and statutory reporting calendars.
- Provide the credit reports to be submitted to BNR and CRB on a weekly, monthly, and quarterly basis; ensure compliance with regulatory requirements and avoid incidences leading to penalties from BNR.
- Perform portfolio risk management by continuous follow-up of sectoral concentrations, Single Obligor Limits, etc.
- Follow-up on required reports indicating the bank's loan status for submission to the management on a monthly basis.

Qualifications, Knowledge, Experience and Attributes

- Bachelor's degree majoring in Finance, Economics, Statistics, and applied mathematics with Second Class upper Division.
- Minimum of 2 years' experience in credit reporting
- Having mathematical analytics is an added advantage
- Excellent understanding of the bank functionalities
- Ensure compliance with policies & procedures
- Excellent organizational skills with attention to detail & interpersonal skills, effective communication skills, both orally and in writing



- Ability to prioritize and simplify stakeholder requirements
- Ability to work effectively under pressure and deliver to targets.
- Knowledge of Bank's product
- Ability to work with a team
- Ability to work independently, with minimal supervision, and deliver timely results.

Only applicants who meet the above criteria will be shortlisted.

If you meet the above requirements, we kindly invite you to submit your application quoting the job opportunity you are applying for to the email address below by **16 May 2025**. Please include detailed Curriculum Vitae, copies of the relevant certificates, testimonials, and daytime telephone contact and email address. Only short-listed candidates will be contacted.

Email to: **jobsrwanda@equitybank.co.rw**

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.