

Bank Credit Analyst Job Description

Duties and Responsibilities:

- Enters, updates, and retrieves information for credit applications, and reviews credit applications when needed
- Analyzes financial data, statements, and trends, and sets new customer credit limits on the basis of findings
- Recommends credit limits following company credit policies
- Conducts credit reviews of existing customers
- Responsible for maintaining customer files with financial statements and bank reference information
- Actively monitors risk trends on behalf of management and sales personnel
- Responsible for drawing up loan packages for new and restructured loans
- Performs cash flow analysis of businesses to designate the degree of risk associated with extending credit for a customer
- Ensures that all approved loan applications are in conformity with the bank's lending criteria
- Provides assistance with company and clients audit where applicable
- Responsible for reviewing deals and fields questions from junior credit analysts
- Utilizes data from analysis of client record to recommend payment plans
- Responsible for conferring with credit associations and references to exchange credit information on clients
- Applies financial ratios through computer programs to evaluate the client's financial status
- Provides filled/completed loan applications, credit analysis, and loan request summaries to loan committees for their approval
- Provides support to sales and marketing as well as supply chain departments, in managing financial orders with the goal of controlling credit exposure, making timely payments, and reducing customer disputes

- Provides support in monitoring loan disbursements to ensure compliance with bank regulations
- They apply an understanding of all aspects of the bank's Credit Policy guidelines and consistently list all exceptions.

Bank Credit Analyst Requirements – Skills, Knowledge, and Abilities

- Education: Bank credit analysts are required to hold a Bachelor's degree in finance, accounting, business administration, or economics
- Certification: They may be required to hold Credit Business Associate certification from the National Association of Credit Management (NACM). This depends on the recruiting organization
- Experience: The length of experience required is entirely a function of the recruiter. However, they may be required to have 0 – 3 years of related experience in commercial banking
- Knowledge: Thorough knowledge of credit administration, policy and procedures
- Thorough knowledge of economics, accounting, and finance and an In-depth knowledge of risk analysis may be required
- They must possess advanced credit analysis and analytical skills and familiarity with financial statements and ability to analyze business and financial data is required. They must also possess thorough knowledge of underwriting standards
- Communications skills: Bank credit analysts must possess excellent verbal and written communication abilities as well as excellent technical report writing skills
- Computer skills: They must be proficient in the use of personal computers and possess solid computer skills relevant to their job. They must be proficient in the use of Excel and financial analysis software
- Sound judgment: it is also vital that they possess good judgment to make sound credit decisions, and have the ability to handle confidential information
- Organizational and time management skills: They require the ability to manage multiple tasks, maintain timeliness and manage workload/job task within schedule

- Stress Management skills: Credit analysts require the ability to be calm, calculated, and make rational decisions even when under pressure
- Analytical skills: It is vital that they are highly numerate and possess the ability to perform both simple and complex mathematical manipulations and statistical analysis. They must be able to draw cause and effects relationships, and have strong understanding of all instruments on the fixed income market for the purpose of decision making.