



GAZPROMBANK
(SWITZERLAND) LTD

Account Officer – Collateral Management

Job summary

The position is responsible for supporting CTF/TTF transactions, maintaining reporting and controls of the Bank's collateral positions of clients as well as for handling of the Bank's day-to-day CTF/TTF operating activities.

Main tasks and responsibilities

- Acting as a main point of contact for Commodity Trade Finance (CTF) Clients active in energy, Metal and Soft commodity business
- Assessing Clients' financing proposals, collecting all necessary documentation and approvals, coordinating the internal workflow and instructing back-office to process and input the exposure into in the Bank's core operational platform
- Identification and mitigation of transactional credit and operational risks and handling matters related to compliance, payments, letters of credit, hedging, etc
- Daily monitoring of Clients' positions and valuation of collateral under CTF/TTF transactions, chasing the necessary information, security and logistics documentation, liaising with forwarders, external collateral managers, brokers and other banks
- Managing commodity price risk using market instruments applications and performing margin calls
- Participating in the annual review of credit facilities and ensuring that the structure is well adapted to Clients' financing needs and to Bank's requirements
- Liaising with other Departments of the Bank involved in CTF/TTF transactions

Required Experience/Skills/Qualification

- Swiss / EU passport or valid Swiss work permit
- Graduate in finance, economics or business related
- Min. 3 years of experience in Commodity Trade Finance, preferably in Transaction/Collateral Management, acquired in a similar position within a bank or /and a commodity trading firm
- Strong communication, client orientation and analytical skills
- Ability to prioritize, act with minimum supervision and within tight deadlines
- Knowledge of financial and commodity markets
- Experience with documentary instruments (LCs, SBLCs, Doc. Collections)
- Strong excel skills
- Fluent English. Russian and/or German will be an advantage

**We are looking forward to receiving your complete application.
Please send it to Ms. Severine Boulard hr@gazprombank.ch with remark "Account Officer-Collateral Management".**