

## **STRUCTURED TRADE FINANCE MANAGER -MIDDLE OFFICE.**

### **REPORTING TO: SENIOR MANAGER – MIDDLE OFFICE TRADE FINANCE, FI & PRODUCTS**

We are seeking for a highly motivated and results-driven **Structured Trade Finance Manager-Middle Office** to join our dynamic team. The ideal candidate will be crucial in management of middle-office trade finance activities, ensuring efficient processing, strong controls, regulatory compliance, and seamless support for structured trade finance products.

#### **Job Purpose:**

The **Structured Trade Finance Manager-Middle office** will provide strategic management of the bank's structured trade finance portfolio and products, focusing on middle office functions to ensure efficient, compliant, and risk-controlled processing of structured trade finance transactions. The role will act as a bridge between front office relationship management and back-office operations, ensuring that all trade finance deals are accurately documented, executed, and monitored throughout their lifecycle. This position will also drive process improvements, implement controls to mitigate operational and credit risks, and ensure adherence to regulatory, compliance, and internal policy requirements, while supporting business growth and customer satisfaction.

#### **Key Responsibilities:**

- Monitor the movement of stock under Collateral Management Financing Arrangements to ensure full control and compliance.
- Act as the primary liaison between the Bank and the Collateral Manager.
- Maintain and reconcile stock cards on daily basis against Collateral Manager warehouse receipts.
- Facilitate and manage release orders in coordination with the Collateral Manager.
- Ensure timely receipt of export documentation in line with the approved Collateral Management Financing structure.
- Track shipping documents and maintain continuous follow-up with the Trade Finance Back Office to ensure prompt receipt of payments.
- Monitor and support other structured trade finance products, including dealership transactions.
- Manage structured trade finance loans, including reconciliation and ongoing monitoring.
- Oversee relationship management across the import and export ecosystem, including logistics firms, warehouses, collateral managers, export agencies, and other partners.
- Ensure implementation and adherence to all Compliance, Anti-Money Laundering (AML), and Sanctions requirements as defined in policies, procedures, and processes, including trade finance product audits.
- Build and maintain strong working relationships with internal stakeholders such as Business Units, Branches, Trade Finance Front and Back Office, Compliance, Audit, Credit, Product, and Legal teams to ensure alignment and effective execution.
- Ensure all trade finance products comply with applicable regulatory requirements.
- Align product execution with approved processes and procedures to deliver high-quality and efficient service standards.

- Support training and capacity-building initiatives on trade finance solutions across the bank network in collaboration with the Trade Finance Front Office.
- Align structured trade finance activities with the overall Trade Finance and Bank strategy.
- Support and drive trade finance digitalization initiatives.
- Collaborate with Marketing, Trade Finance Front Office, and Customer Service teams to develop go-to-market strategies and support campaigns aimed at increasing product adoption.
- Continuously identify gaps in the trade finance product value proposition and contribute to product enhancement and revamp initiatives.
- Conduct market research to identify customer needs, industry trends, and competitive insights
- Any other official duty that may be allocated from time to time.

The ideal candidate must possess the following:

**Qualifications/Experience:**

- Bachelor's degree in commerce or business-related field
- Minimum Banking experience of at least five (5) years
- Experience in Trade Finance back office or middle office role for a minimum of 3 years
- Certified Trade finance specialist an added advantage
- A customer-focused professional with strong analytical capabilities
- Proven ability to build and manage high-value corporate relationships.

**Competencies/Attributes:**

- Strong business acumen with a deep understanding of trade finance solutions.
- Strategic leadership skills
- Ability to work in a fast-paced environment and deliver results under pressure.
- Excellent communication and interpersonal skills to engage with corporate and trade finance clients.
- Proficiency in computer use including MS Office tools and banking systems

ALL applicants MUST apply online to the email; [recruitment@familybank.co.ke](mailto:recruitment@familybank.co.ke); closing date is **7<sup>th</sup> February 2026**.

Canvassing will automatically disqualify the candidate. Only shortlisted candidates will be contacted.

**“We are an equal opportunity employer”**