**Post : Accountant cum Finance Advisor**

**Job Description: Evaluating credit worthiness by processing loan applications and documentation within specified limits**. Interviewing applicants to determine financial eligibility and feasibility of granting loans. Determining all applicable ratios and metrics and set up debt payment plans.

**Responsibilities:**

* Meet with loan applicants to identify their needs and collect information for loan applications.
* Analyze active loan files on a regular basis and recommend solutions to speed up the loan process.
* Complete loan contracts and teach clients on policies and regulations.
* Interview applicants to define financial eligibility and establish debt payment plans.
* Monitor and update account records.
* Submit loan applications in a timely manner.
* Prepare detailed loan proposals.
* Reject loan applications and explain deficiencies to applicants.
* Respond to applicants' questions and resolve any loan-related issues.
* Operate in compliance with laws and regulations.

**Requirements:**

* Bachelor’s degree in finance or a similar field.
* A minimum of 3 years’ experience as a loan officer.
* Solid understanding of local, state, and federal loan regulations.
* In-depth knowledge of computers and banking software.
* Outstanding interpersonal and communication skills.
* Customer service-oriented with exceptional sales skills.