

Local Banker Executive Job Details

Looking for a brighter future in banking?

Who we are:

CivilisedBank is a new 'challenger' bank launching in 2018. We aim to make banking more Civilised by putting customers first. Through a network of local bankers working one-to-one with SMEs in their communities and technology exhaustively designed for ease of customer use, building closer customer relationships will be at the heart of everything we do.

We passionately believe that banking done well can have a positive impact on people's lives and that it should be a force for good in society. We are looking for individuals to join us who share our point of view that a Civilised future is a brighter future.

About the Role:

The Local Banker Executive role is Head Office based to support our Local Bankers in developing and maintaining a professional and exemplary relationship management service with SME customers with a turnover above £1M.

As part of a national team of professionals, the Local Banker Executive will provide efficient, accurate and timely administrative support to the CBDO and Local Banker Team to help deliver our growth strategy in the UK through the development of new business customer relationships.

Reporting to the Chief Business Development Officer the principal accountabilities will be to:

- Support Local Bankers in the day to day management of their customer portfolios by preparation of all legal and account documentation, owning the customer service.
- Ensure excellent customer service at all times, living up to the promise of putting our customers first. The role will involve significant direct customer contact and ownership of the customer service provided.
- Provide effective monitoring and control support to Local Bankers for all new-to-bank and existing bank relationships.

About You:

You're an experienced banker in the SME or Corporate Banking sector with a successful track record of support to a relationship management team who is looking for a brighter future.

You have experience of dealing with all the documentary requirements and paperwork relating to new and existing business customers, including account opening, KYC and lending facilities through the process to drawdown of facilities. This will include meticulous preparation of all facility letters and other documentation including dealing with securities.

You have the ability to work to short deadlines by prioritising actions, whilst ensuring compliance with the bank's systems and processes.

CivilisedBank is a Living Wage employer and embraces diversity in the workplace.

To apply, please email your CV with your covering letter and salary expectations to **careers@civilisedbank.co.uk**

Please note that to apply, you need to be able to provide documentation that you are eligible to work in the UK.

CivilisedBank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority and is listed with the reference number 749269. It is the trading name of CivilisedInvestments Ltd. Whilst we're building the bank, and until we launch it, please don't take any information on this website as an invite or inducement to apply to CivilisedBank for any banking services or to invest in our business.

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