

## Business & Institutional Banking Division

### Position: SME Banking Supervisor

#### Main Responsibilities

- Prepare and submit regular SME legal case reports to both internal management and external regulators/agencies.
- Review account statements and manage legal case transactions, including lawyer fees, stamp duties, and related expenses.
- Monitor departmental budget usage, office expenses, and procurement of assets and supplies.
- Handle administrative tasks, support SME teams and centers, and ensure accurate documentation processes.
- Act as the bank's representative/witness in legal cases and liaise with courts, lawyers, and insurance for case related refunds.

#### Requirement

- Regulatory & Financial Reporting – Skilled in preparing detailed periodic reports for both internal management and external agencies.
- Legal & Compliance Knowledge – Experience in managing legal case documentation, accounting transactions, and serving as a bank's witness.
- Budgeting & Expense Control – Ability to monitor departmental budgets, handle expense allocation, and ensure financial accuracy. - Administrative & Office Management – Proficient in procurement, office operations, and supporting SME teams' administrative needs. - Analytical & Documentation Skills – Strong in reviewing account statements, ensuring accuracy in transactions, and managing refunds/claims.