



TONGA DEVELOPMENT BANK

CREDIT SUPPORT CLERK, HEAD OFFICE - NUKU'ALOFA

Applications are invited from suitably qualified candidates for the position of Credit Support Clerk, at Head Office – Nuku'alofa.

The Credit Support Clerk is to support the Insurance Supervisor by timely and accurately preparing payment according to Lending policies and guidelines as well as filing and distribution of insurance policies.

The Credit Support Clerk is responsible for;

1. Insurance Processes
 - Preparation of billing insurance renewal in accordance with approved procedure and guidelines accurately and on a timely basis
 - Filing, safekeeping and storage of correspondences
 - Timely distribution of insurance policies for information and filing by all Lenders
 - Follow up refunds, advising of Insurance Companies regarding cancellation, nil, and low balances policies
2. Security Money & PPSA reconciliation
 - Completing security money reconciliation and PPSA reconciliation according to approved procedures and guidelines accurately and on time where necessary.
3. PPSA & Data Bureau
 - Security assets perfected and registered on PPSA website for Outer Islands and Head Office
 - Loading Data Bureau for all Outer Island's loan application to Data Bureaus website

Key Skill and Knowledge required:

- Prefer Diploma holder in Accounting/Business or relevant areas in Finance are desirable.
- Strong background in Maths, Accounting and English.
- Good communication skills, in oral and written (English and Tongan);
- Good customer management and interpersonal skills; High drive, self-motivation and common-sense
- Good computer skills in Word and Excel.

Remuneration: from TOP14,775– \$22,163 per annum. The entry point will depend on qualification and working experience being brought to the job.

Benefits: Attractive benefits are also available including staff loans and retirement fund scheme.

Applications: Applicants from other organizations or Government Departments must apply through their Head of their Departments or employers. Applications must be addressed to: Chief Executive Officer, Tonga Development Bank, Fatafehi Road, P.O Box 126, Nuku'alofa. Application forms are available at any of the TDB offices and our website: www.tdb.to. Only shortlisted applicants will be advised and arrange for an interview.

Deadline: Deadline for All applications is **Friday, 24th November 2023, 4pm.**

For further enquiries, contact Human Resource division, Head Office at phone 23-333 extension 221.

