

Access Bank (Ghana) Plc is seeking qualified and experienced individuals for the listed vacancies below:

1. **Learning & Development Specialist**
2. **Team Lead, Trading and Sales**
3. **Team Member -Threat Intelligence and Incident Response**
4. **Team Lead, Company Secretariat**
5. **Team Lead, Bancassurance**
6. **Relationship Manager, Savings & Loans Institutions**
7. **Relationship Manager, Insurance Institutions**
8. **Team Lead, Trade & Global Transaction Services**
9. **Mortgage Officer**
10. **Media Relation Officer**

Application Deadline: **22nd February,2024**

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Qualification Required & Experience

1. Learning & Development Specialist

Directly Reports to: Head, Human Resources

Job Description	Job Requirements
Identify critical and future skills requirements to upskill staff. Create and execute learning strategies and programs.	A good first degree in any discipline.
Evaluate and prepare reports on skill gaps, staff development plans, training feedback and training impact assessments.	Masters’ degree will be an advantage.
Design blended learning solutions Bankwide (such as digital, face-to-face, social collaborative learning, coaching, job-shadowing, action learning, etc)	Competencies: Analytics, Report writing and knowledge of Banking Law/Regulations
Design and deliver e-learning courses, workshops, and other trainings.	Minimum 3-5 years’ experience in the field
Assess the success of development plans and impact of learning programs using ROI metrics. Create a culture of Continuous Personal Development (CPD)	Proven experience as an L&D Manager, Training Manager or similar.

2. Team Lead, Trading and Sales
Directly Reports to: Country Treasurer

Job Description	Job Requirements
To provide quotes for institutional and corporate clients and close transactions on products traded by the Dealing/Trading Unit	First degree in any Business-related discipline.
To provide market information to Dealing/Trading teams	Formal training in ACI Dealership Certificate, Basic Accounting, Banking Operations, Banking Law/Regulations will be an added advantage.
Accurate customer order execution	Minimum of 10 years' experience in Dealing/Trading and bank/asset management institution. Experience in treasury and currency trading/ dealing will be an added advantage.
Setting up new products and implementing it	
Managing the bank's FX position	
Developing the bank's interest rate strategy	
Monitoring of legal and internal limits	

3. Team Member -Threat Intelligence and Incident Response
Directly Reports to: Chief Information Security Officer

Job Description	Job Requirements
Conduct in-depth research and threat analysis to detect and identify emerging threats	A good first degree in any Information Technology related discipline.
Track threat actors and the evolution of techniques, tactics, and procedures (TTPs) Collaborate with cross-functional teams to triage threats and vulnerabilities and develop proactive defence strategies	Relevant professional certifications in the field will be an added advantage
Prepare written and presentation-based reports for a variety of stakeholders on cyber threats, threat actors, operational metrics, and trends	Minimum of 3-5 years' experience in Information Security field, most preferably in security/incidence response.
Assess and enhance threat intelligence processes, tools and methodologies to improve effectiveness and efficiency	

4. Team Lead, Company Secretariat

Directly Reports to: Company Secretary

Job Description	Job Requirements
Convey and provide administration for Annual General Meetings (AGMs)	A good first degree in Law.
Support directors and members of the Senior leadership team on Corporate Governance matters	Formal Training in Banking Law/Regulations
Keep up to date with regulatory or statutory changes and policies that may affect the Bank.	Minimum of 7 years post call experience in Corporate Governance.
Ensure that policies are up to date and approved.	
Liaise with external professionals involved in Corporate Governance such as auditors	

5. Team Lead, Bancassurance

Directly Reports to: Head, Retail Products

Job Description	Job Requirements
Conduct comprehensive assessments of bank customers' insurance needs and provide appropriate recommendations for general and life insurance coverage.	A good first degree in any discipline. Relevant Masters degree will be an advantage.
Research and stay updated on industry trends, new products, and changes in regulations to provide customers with the most current and relevant insurance information	Formal Training in Banking Law/Regulations
Process insurance applications, including collecting necessary documentation, completing required forms, and submitting applications to insurance carriers.	Minimum of 10 years' experience in a bank, 2-3 years of which should have been in a supervisory position with strong financial acumen and knowledge of the insurance industry.
Collaborate with insurance underwriters to negotiate policy terms, rates, and coverage options that best meet customers' needs.	
Meet or exceed sales targets and objectives, actively seeking new business opportunities and referrals to expand the customer base.	

6. Relationship Manager, Savings & Loans Institutions
Directly Reports to: Head, Financial Institutions

Job Description	Job Requirements
Maintain good public relations with current and prospective customers	A good first degree in any discipline. Relevant Masters' degree will be an advantage.
Plan and report on Marketing calls for the unit	Banking Operations
Structure credit facilities to address customers' needs and prepare/review credit proposals with the Group Head	Banking Law/Regulations
Prepare the Unit's annual budget for consolidation and incorporated into the Group budget by the Group Head	Minimum of 6 years' experience in a bank, 2-3 years of which should have been in a supervisory position with financial knowledge in the savings and loans industry
Negotiate foreign exchange and credit rates with customers within limits set by the bank to ensure maximum profitability to the bank	

7. Relationship Manager, Insurance Institutions
Directly Reports to: Head, Financial Institutions

Job Description	Job Requirements
Maintain good public relations with current and prospective customers	A good first degree in any discipline. Relevant Masters' degree will be an advantage.
Plan and report on Marketing calls for the unit	Banking Operations
Structure credit facilities to address customers' needs and prepare/review credit proposals with the Group Head	Banking Law/Regulations
Prepare the Unit's annual budget for consolidation and incorporated into the Group budget by the Group Head	Minimum of 6 years' experience in a bank, 2-3 years of which should have been in a supervisory position with financial knowledge in the insurance industry
Negotiate foreign exchange and credit rates with customers within limits set by the bank to ensure maximum profitability to the bank	

8. Team Lead, Trade Business - African Subsidiaries

Directly Reports to: Head, Trade & Global Transaction Services – African Subsidiaries

Job Description	Job Requirements
Deep knowledge of Trade Finance, Trade Operations, Import documentation and international payment methods.	A good first degree in any discipline. Relevant master’s degree and professional qualification will be an added advantage discipline.
Good Banking Operations (Domestic & International Operations).	Formal Training in Banking Operations Banking Law/Regulation
Excellent knowledge of international rules and Trade practices.	Minimum of 10-12 years’ experience in a bank/ financial institution with experience in International Trade, Credit, Sales, and Relationship Management will be an added advantage.
Execution of international trade and Payment’s transactions for African subsidiaries in an efficient and cost-effective manner in line with bank's overall strategy.	
Provide leadership for the entire Trade business across the African subsidiaries	

9. Mortgage Officer

Directly Reports to: Head, Retail Banking

Job Description	Job Requirements
Quote loan payoffs, provide loan payment history information, prepare loan payoff quotes, provide information relative to loan payments, and ACH transactions.	A good first degree in any discipline. Relevant master’s degree and professional qualification will be an added advantage discipline.
Review mortgage applications and documentation to ensure compliance with federal laws and regulations.	Basic Accounting Formal Training in Banking Operations Banking Law/Regulation
Coordinate with title companies and real estate agents to ensure that all closing documents are received and recorded correctly.	Minimum of 8 years’ experience in mortgage administration in a bank/ financial institution.

Accurately perform credit and fraud checks in accordance with laid down procedures, limiting the risk of fraudulent / inaccurate applications processing.	
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10. Media Relation Officer

Directly Reports to: Head, Corporate Communications

Job Description	Job Requirements
Develop, maintain, and manages a proactive media relations program/annual media plan	A good first degree in Social Sciences. Relevant master's degree will be an added advantage.
Develop prompt and efficient interface with the media for media relations programme and annual media plan executions	Banking Law/Regulation
Establish and maintain strong contact and relationship with domestic media – News editors, sub-editors, photo editors and key journalists.	Minimum 3 – 4 years' experience in Financial Journalism, PR practice or PR consultancy
Organize Press Conferences, Media briefings and interactive sessions for media relationship management and information dissemination	

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