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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | LOAN COUNSELOR |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of loan counsellor consists of guiding prospective loan applicants who have problems qualifying for traditional loans. It also consists of determining the best type of loan and explaining loan requirements or restrictions. |
| QUALIFICATIONS & REQUIREMENTS: | * A four-year bachelor's degree;
* Ability to give full attention to what other people are saying, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to be aware of others' reactions and understanding why they react as they do.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
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| TASKS: | * Analyse applicants' financial status, credit, and property evaluations to determine feasibility of granting loans;
* Approve loans within specified limits;
* Calculate amount of debt and funds available to plan methods of payoff and to estimate time for debt liquidation;
* Check loan agreements to ensure that they are complete and accurate, according to policies;
* Contact applicants or creditors to resolve questions about applications or to assist with completion of paperwork;
* Establish payment priorities according to credit terms and interest rates to reduce clients' overall costs;
* Interview applicants and request specified information for loan applications;
* Maintain current knowledge of credit regulations;
* Refer loans to loan committees for approval;
* Submit applications to credit analysts for verification and recommendation.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |