



JOB DESCRIPTION
BUSINESS LOANS OFFICER

Summary:

The Business Loans Officer reports directly to the Executive Director and is required to provide business counselling, loans application analysis, loan monitoring and collections for the corporation in both official languages.

Business Counselling:

- Working closely with clients requiring assistance in completing their business plans
- Reviewing business plans submitted by clients who are seeking feedback as to the quality of their business plan and how that plan may be improved
- Maintaining a working knowledge of:
 - all relevant government institutional and private funding programs
 - general business theory and practice
 - regulations affecting small business in South Temiskaming
 - local, national, and global trends that may affect the potential success of small business in South Temiskaming
- Preparing informational resources to aid clients with business planning/operations
- Identifying any resources that should be acquired by the corporation to aid in the consulting of clients
- Advising the Executive Director of any potential concerns with clients
- Conducting informational workshops and seminars for clients and community organizations on topics such as self-employment, business planning, preparing cash flow projections, etc.

Loans Analysis:

- Evaluating business plans and related materials submitted by clients in an effort to obtain CFDC financing by assessing the viability from both a market and financial perspective

- Assisting the client with compilation and refinement of projected statements of cash flow, income and financial position in order to obtain a realistic perspective as to how the business will perform financially
- Conducting Credit Bureau and financial institution checks and making an assessment as to the character and credit-worthiness of the potential CFDC loan client
- Advising the Executive Director of all applications in progress and any potential concerns and/or issues associated with the applications
- Preparing Summary Loan Proposal Submissions & Recommendations for loan applications, and/or loan files reviews, for the Executive Director and Investment Review Committee for review and consideration

Loans Aftercare:

- Counselling clients to facilitate more effective management of their operations
- Conducting Site Inspections as required
- Ensuring the receipt of all necessary documentation from loan clients on an on-going basis as per their accepted Offer to Finance
- Reviewing client-submitted documentation and advising the Executive Director of any current and/or potential problems with loan clients
- Assisting in the implementation of collections procedures to realize on overdue accounts

Other Duties:

- Tracking and maintaining all client and contact files
- As assigned by the Executive Director, preparing and distributing material to help promote the South Temiskaming CFDC in the local community
- Representing the South Temiskaming CFDC at conferences, seminars, workshops and other events as required
- Completing special projects or any other duties assigned by the Executive Director