

SKILLS FRAMEWORK FOR WHOLESALE TRADE
 SKILLS MAP - CREDIT MANAGER

Sector	Wholesale Trade	
Track	Finance and Regulations	
Occupation	Credit Analyst	
Job Role	Credit Manager	
Job Role Description	<p>The Credit Manager drives the adoption of credit policies and compliance. He/She is responsible for credit assessments, reviews, restructuring, monitoring and recovery responsibilities for designated portfolios under his purview.</p> <p>He is expected to demonstrate a good understanding of his portfolio and articulate to stakeholders rationale for any credit decisions taken, locally and globally. He is analytical, numerical driven, meticulous, organised and has strong problem solving skills</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Initiate buyers' credit assessment	<p>Approve credit applications within specified limits, and escalate credit applications outside those limits to management for approval</p> <p>Evaluate credit assessment or analysis for approval</p> <p>Evaluate buyers' financial records and other supporting documents prior to credit approval</p> <p>Evaluate cases when consulted on credit applications which did not pass predetermined standards</p> <p>Evaluate information to understand buyers' ability to repay</p>
	Drive credit analysis processes	<p>Facilitate credit stress testing within organisation to provide risks mitigation recommendations</p> <p>Manage periodic credit reviews and recommend actions to be taken on flagged creditors post review</p> <p>Develop credit restructuring options for non-performing creditors</p> <p>Develop credit policies, procedures and guidelines and regulatory requirements for adherence</p> <p>Review ad-hoc credit activities reports prepared for management</p> <p>Review analysis performed and recommend credit policies for targetted buyer segments</p> <p>Develop segments or areas in which greater focus or risk appetite can be afforded</p> <p>Develop amendments to credit guidelines in view of changing market and industry outlook analysis</p>
	Monitor credit risks performance	<p>Develop effective credit risk management framework and methodologies</p> <p>Negotiate financial agreements or credit extensions</p> <p>Develop dashboard template that facilitates monitoring of credit exposure levels</p> <p>Evaluate reports on portfolio credit exposure including review of monthly maturity reports, daily trade activity reports and weekly past due reports</p> <p>Notify relevant stakeholders for repossession actions when buyers fail to respond to collection attempts</p>
	Drive collaboration of human resource, technology and finance initiatives	<p>Propose department's financial budget for management approval</p> <p>Manage financial budget in accordance with department work plan</p> <p>Develop corporate governance measures</p> <p>Provide on-the-job training and performance evaluation to subordinates</p>

	Implement department's recruitment and retention efforts			
	Evaluate latest technology trends that can be leveraged to improve productivity and innovation			
	Evaluate how workplace technology approach can be revised based on feedback			
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Budgeting	Level 4	Problem Solving	Advanced
	Business Performance Management	Level 4	Communication	Advanced
	Business Planning	Level 4	Decision Making	Intermediate
	Change Management	Level 4	Interpersonal Skills	Intermediate
	Conflict Management	Level 4	Leadership	Intermediate
	Continuous Improvement Management	Level 4		
	Credit Assessment	Level 4		
	Credit Risk Management	Level 4		
	Data Mining and Modelling	Level 3		
	Effectiveness Management	Level 4		
	Enterprise Risk Management	Level 4		
	Innovation Management	Level 4		
	Learning and Development	Level 4		
	Manpower Planning	Level 4		
	Organisational Analysis	Level 4		
	Resource Management	Level 4		
	Solutions Design Thinking	Level 4		
	Stakeholder Management	Level 4		
	Strategy Planning	Level 4		
Systems Thinking Application	Level 4			
Technology Integration	Level 3			
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.