

SKILLS FRAMEWORK FOR WHOLESale TRADE
 SKILLS MAP - HEAD OF TRADE FINANCE

Sector	Wholesale Trade			
Track	Finance and Regulations			
Occupation	Trade Finance Analyst			
Job Role	Head of Trade Finance			
Job Role Description	<p>The Head of Trade Finance assumes responsibility for driving execution of the organisation's trade finance activities and strategies. He/She is expected to have extensive knowledge of trade flows, trade settlements and trade finance operations. He oversees negotiations with financial institutions on trade finance.</p> <p>He is expected to have strong stakeholder engagement skills, team leadership capabilities and deep trade finance knowledge, both locally and globally.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Manage trade finance transactions	Endorse overall plan for daily transactional requirements to optimise trade finance applications		
		Formulate strategies for better utilisation of trade facilities and ensuring facilities are financed and insured in a timely manner		
		Establish controls to mitigate credit and performance exposure risks in trade operations		
		Lead trade finance strategies that are geared towards generating growth in portfolios		
		Lead financing strategies to ensure trades are accurately financed		
	Manage trade finance documentation	Establish trade documentation guidelines and policies to promote efficiency and compliance		
		Lead compliance with relevant laws and regulations for trade documents		
		Drive trade clearing and settlement process to ensure all trades are cleared		
	Drive collaboration of human resource, technology and finance initiatives	Lead department's financial budgeting process to acquire funds for operational activities		
		Oversee department's financial budget utilisation against department work plan		
		Drive corporate governance measures		
		Manage subordinates' professional and career development		
		Manage department's recruitment and retention efforts		
Lead technology application to improve productivity and innovation				
Develop revised workplace technology approach for productivity improvement and innovation				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Budgeting	Level 5	Decision Making	Advanced
	Business Performance Management	Level 5	Problem Solving	Advanced
	Business Planning	Level 5	Leadership	Advanced
	Business Presentation Delivery	Level 5	Communication	Advanced
	Change Management	Level 5	Computational Thinking	Advanced
	Conflict Management	Level 5		
	Continuous Improvement Management	Level 5		
Data Mining and Modelling	Level 3			

	Effectiveness Management	Level 5		
	Enterprise Risk Management	Level 5		
	Import and Export Documentation Administration	Level 4		
	Innovation Management	Level 5		
	International Trade Legislation Compliance	Level 4		
	Learning and Development	Level 5		
	Manpower Planning	Level 5		
	Organisational Analysis	Level 5		
	Resource Management	Level 5		
	Solutions Design Thinking	Level 5		
	Stakeholder Management	Level 5		
	Strategy Planning	Level 5		
	Systems Thinking Application	Level 5		
	Technology Integration	Level 4		
	Trade Finance Management	Level 5		
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.