

**SKILLS FRAMEWORK FOR WHOLESALE TRADE
SKILLS MAP - TRADE FINANCE MANAGER**

Sector	Wholesale Trade			
Track	Finance and Regulations			
Occupation	Trade Finance Analyst			
Job Role	Trade Finance Manager			
Job Role Description	<p>The Trade Finance Manager assumes responsibility for reviewing and monitoring operational activities relating to trade finance. He/She directs preparation of reports and Management Information Systems (MIS) relating to trade finance activities. He coordinates and negotiates with financial institutions on the organisation's credit facilities' needs.</p> <p>He is expected to work closely with trading teams to understand trade flows and ensure timely securitisation of financing and/or risk underwriting. Equipped with an analytical mindset and effective communication skills, he is skilled at managing a diverse group of stakeholders, both locally and globally.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Manage trade finance transactions	Manage daily transactional requirements to optimise trade finance applications and working capital requirements		
		Drive better utilisation of trade facilities		
		Evaluate organisation's positions based on performance reports to minimise exposure risks		
		Monitor portfolio exposures to identify areas for growth and over-exposed areas		
		Develop financing strategies to ensure trades are financed		
	Manage trade finance documentation	Develop trade documentation guidelines and policies to promote efficiency and compliance		
		Inspect trade documents to maintain compliance with terms		
		Review trade clearing and settlement process to ensure all trades are cleared		
	Drive collaboration of human resource, technology and finance initiatives	Propose department's financial budget for management approval		
		Manage financial budget in accordance with department work plan		
		Develop corporate governance measures		
		Provide on-the-job training and performance evaluation to subordinates		
		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	Intermediate
	Business Performance Management	Level 4	Decision Making	Intermediate
	Business Planning	Level 4	Communication	Advanced
	Cash Flow Reporting	Level 4	Computational Thinking	Advanced
	Change Management	Level 4	Leadership	Intermediate
	Conflict Management	Level 4		
	Continuous Improvement Management	Level 4		

	Data Mining and Modelling	Level 3		
	Effectiveness Management	Level 4		
	Enterprise Risk Management	Level 4		
	Import and Export Documentation Administration	Level 3		
	Innovation Management	Level 4		
	International Trade Legislation Compliance	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		
	Trade Finance Management	Level 4		
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.