

**SKILLS FRAMEWORK FOR WHOLESale TRADE  
SKILLS MAP - SENIOR TRADE FINANCE ANALYST/TRADE FINANCE ANALYST**

<b>Sector</b>	Wholesale Trade			
<b>Track</b>	Finance and Regulations			
<b>Occupation</b>	Trade Finance Analyst			
<b>Job Role</b>	<b>Senior Trade Finance Analyst /Trade Finance Analyst</b>			
<b>Job Role Description</b>	<p>The Senior Trade Finance Analyst /Trade Finance Analyst supports the trade finance team in reviewing and monitoring the operational activities relating to trade finance. He/She reviews trade finance transaction reports, monitors use of credit facilities and supports his team in negotiations with financial institutions.</p> <p>He is expected to keep abreast of trade flows and monitor the organisation's financing needs. He may be also expected to support the management team in maintaining and building relationships with financial institutions. He is armed with excellent communication and interpersonal skills, and is an effective team-player who communicates effectively with buyers, sellers and team members.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>		
	Manage trade finance transactions	Monitor daily transactional requirements including funds transfer, trade finance applications and working capital requirements		
		Review the utilisations and/or allocations of trade facilities		
		Generate relevant performance dashboards for management and ageing report for management review		
		Maintain responsibility for portfolio analysis and reporting matters including ongoing monitoring of exposures		
		Implement financing strategies to ensure all trades are financed		
	Manage trade finance documentation	Maintain proper documentation of trade finance records and transaction documents		
		Review trade documents to ensure compliance with relevant laws and regulations		
		Coordinate with operations team to ensure accurate trade documentation		
		Analyse trade clearing and settlement process to ensure all trades are cleared		
	Support application initiatives	Facilitate the use of technologies, electronic tools and devices		
		Contribute in key activities and milestones in technology implementation projects		
		Provide assistance in ongoing records and information review to determine the effectiveness of work processes and procedures		
Plan continuous work improvement activities and performance improvement strategies				
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies</b>	
	Business Performance Management	Level 3	Communication	Intermediate
	Business Planning	Level 3	Computational Thinking	Intermediate
	Cash Flow Reporting	Level 3	Teamwork	Intermediate
	Change Management	Level 3	Lifelong Learning	Intermediate
	Conflict Management	Level 3	Digital Literacy	Intermediate
	Continuous Improvement Management	Level 3		
	Data Mining and Modelling	Level 2		
	Effectiveness Management	Level 3		
	Import and Export Documentation Administration	Level 2		
	Innovation Management	Level 3		

	International Trade Legislation Compliance	Level 3		
	Learning and Development	Level 3		
	Resource Management	Level 3		
	Solutions Design Thinking	Level 3		
	Stakeholder Management	Level 3		
	Systems Thinking Application	Level 3		
	Technology Integration	Level 2		
	Trade Finance Management	Level 3		
<b>Programme Listing</b>	For a list of Training Programmes available for the Wholesale Trade sector, please visit <a href="http://www.skillsfuture.sg/skills-framework/wholesaletrade">www.skillsfuture.sg/skills-framework/wholesaletrade</a>			

The information contained in this document serves as a guide.