Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2. General Enterprise Banking Operations and Support
(Key Function – 2.6 Trade Finance Transactions Processing)

Title	Process trade finance transactions for exporters
Code	109227L3
Range	Process loan application related to trade finance. This applies to different types of loans to exporters / sellers, such as factoring, packing loan, DA/DP purchase, account receivables financing, export loan, non-recourse discounting.
Level	3
Credit	3 （For Reference Only）

Competency	Performance Requirements
	1. Knowledge in the Subject Area
	
	    Be able to:
	• Demonstrate proficient knowledge in trade finance in order to define the work requirements and meet job expectations;
	• Understand the operational process in import financing and apply the knowledge to process related transactions effectively.
	
	2. Applications
	
	    Be able to:
	• Verify the credit rating check of the importers and pass the information to responsible parties for further evaluation;
	• Summarize information relevant to decision of credit line (e.g. company information, terms and conditions of present deals, valuation of goods, insurance, etc.) and pass to responsible parties for further evaluation;
	• Notify clients about the decision;
	• Prepare agreement with clients according to terms and conditions approved;
	• Check the documents presented by clients (e.g. invoices, evidence of shipment) to ensure conformance with agreed terms;
	• Arrange for payment / advance the funds according to agreed terms.
	
	3. Professional Behaviour and Attitude
	
	    Be able to:
	• Make effort to ensure the work done are coherent and supportive to the bank's strategic plan and guidelines while meeting clients' business needs;
	• Process the export trade transactions with an aim at addressing genuine needs of clients and provide sound solutions.

Assessment Criteria	The integral outcome requirements of this UoC are: • Execution of administrative processes related to export finance, such as obtaining credit information and preparing documents according to the guidelines of bank; • Execution of advance in accordance with clients' request and the guidelines of bank.
Remark	