Position: Collateral & Disbursement Assistant (Retail)
Department: Collateral & Disbursement Department
Location: Belmopan
Division: Finance & Operations Division
Employment Type: Full-Time
Reports to: Collateral & Disbursement Officer

Job Purpose:
The Collateral & Disbursement Assistant (Retail) is responsible for supporting the accurate and compliant disbursement of retail credit facilities and maintaining loan and collateral security records. The role ensures all approved credit facilities are properly documented, system updates are completed accurately, and collateral records are maintained in line with the Bank's lending policies, procedures, and regulatory requirements.

Key Responsibilities and Duties:
- Review retail credit applications and supporting documentation to ensure completeness and compliance before disbursement.
- Verify loan settlements, update loan records, and process approved loan account modifications in the core banking system.
- Review collateral and security documentation, identify deficiencies, and coordinate their resolution.
- Ensure securities and collateral records are accurately recorded, updated, linked, and removed from relevant systems as required.
- Maintain accurate collateral records, update security values, and request cancellation of unnecessary insurance coverage.
- Audit existing security files and follow up on outstanding documentation.
- Provide professional customer service and collaborate with Lending, Recoveries, Insurance, and other departments to resolve operational issues.
- Participate in departmental activities, meetings, and professional development initiatives.

Education and Work Experience:
- Associate Degree in Accounting, Business Management, Finance, or a related field.
- Minimum two (2) years of work experience in banking and/or financial services with at least six months' work experience in credit assessment, recoveries management and/or collateral management

Knowledge, Skills & Abilities:
- General knowledge of the banking industry in Belize and Central Bank regulatory requirements.
- Strong knowledge of lending policies, credit processes, and collateral management procedures.
- Working knowledge of the Bank's systems, workflows, and departmental functions.
- Proficiency in Microsoft Word and Excel at an intermediate to advanced level.
- Strong analytical, organizational, and credit risk assessment skills.
- Excellent communication, interpersonal, and customer service skills.
- Ability to manage high volumes of work with accuracy and attention to detail.
- Strong time management, judgment, and decision-making abilities.
- Ability to maintain confidentiality and professional composure at all times.

Interested candidates can send a cover letter and résumé to:
People & Culture Department Email: careers@belizebank.com
(Subject: Internal Job Posting – Collateral & Disbursement Assistant (Retail), CDD)

DEADLINE FOR APPLICATIONS is October 28, 2026 at 11:59 pm

**Only shortlisted candidates will be invited for an interview. If you do not hear from us within two (2) weeks of the application deadline, we encourage you to apply for future opportunities with us.*