



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

RISK MANAGEMENT ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Assist in the conduct of independent review of the Corporation's account and portfolio;
2. Coordinate with other units/groups for the submission of risk reports;
3. Compile and verify data received for risk management reports;
4. Conduct research, survey and data gathering related to risk management;
5. Facilitate scheduling and assists in the preparation of materials for Risk Management Committee meetings.
6. Assist in the preparation of the risk management plans and programs;
7. Assist in the monitoring of the implementation of the risk management plans and programs;
8. Assist in the implementation of programs or campaigns that establishes strong credit and risk management awareness and culture in LLFC;
9. Responsible for the maintenance and safekeeping of all records of the Risk Management Office; and
10. Provide administrative support to Risk Management Office;

QUALIFICATION STANDARDS

- Graduate of a four (4) year course relevant to the job
- Preferably with at least 6 months of relevant work experience
- Preferably with at least 4 hours of relevant training