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# Example of Collateral Analyst Job Description

Our growing company is looking for a collateral analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for collateral analyst

* Prepare weekly/monthly/quarterly monitoring Report for submission to Credit Quality Management
* Prepare quarterly reports evaluating trends in the portfolio and present the results to Credit Quality Management
* Responsible for recommending collaborating with the Credit Quality Management team to evaluate the findings of collateral audits and recommend appropriate actions to the Lending Units
* Responsible for maintenance of a log to track delinquent reports and reporting such delinquencies to Credit Quality Management
* Responsible for reviewing approved Credit Memorandums and extracting appropriate information relative to the Borrowing base parameters
* Prepare detailed calculation of Borrowing Base each week/month/quarter as per parameters of most recent approved Credit Memorandum or other Credit Administration approvals for asset-based monitored loans
* Daily check on clients' margin shortfalls/limit
* To prepare and submit for review on credit monitoring reports
* Liaise with clients and internal counterparts in order to track and resolve position discrepancies
* Work closely with respective parties mentioned above to provide accurate and appropriate service to them and our external clients in a timely manner

## Qualifications for collateral analyst

* Must possess strong analytical aptitude, with the ability to calculate, understand, and validate lending formulas
* Possess an MSc in Finance, Commerce or Economics
* Prior experience in Prime Brokerage collateral Management, with extensive knowledge of Prime Brokerage business model
* Demonstrable experience of mitigating credit risk with effective daily margin calls
* Comprehensive understanding of collateral management
* Previous experience using Matlab and Bloomberg