

**JOB DESCRIPTION AND REQUIREMENTS
FOR THE POSITION OF PROJECT MANAGER, INSTITUTIONAL BANKING DIVISION**

TASKS / EXPECTED DELIVERABLES	<ol style="list-style-type: none"> 1. Performing financial and structural analysis of commercial banks; 2. Performing full credit analysis of a potential borrower and its project; 3. Building financial models and defining the deal structure; 4. Project coordination according to the bank's internal credit procedures; 5. Assigning methods and forms for project monitoring; 6. Work with clients.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Perform financial analysis and evaluation of commercial banks; calculate their key performance and payback parameters; 2. Perform financial analysis and evaluation of projects; calculate their key performance and payback parameters; 3. Analyze clients' financial and business operations; participate in the development of proposals aimed at improving profitability, increasing profits, reducing production and sales costs of enterprises that implement investment projects; 4. If necessary, prepare drafts of financial plan and investment budget, calculate the cost of production and profitability of the investment project, which is implemented or planned for implementation with the participation of the Bank; 5. Conduct analysis of the possible sources of finance of the clients' business operations or projects, including borrowing and using their own funds, conduct research and analysis of financial markets, assess potential financial risks; 6. Communicate with the potential clients and co-investors, monitor the implementation of approved projects, and define the projects' optimal implementation plan; 7. Monitor projects' implementation, and prepare monitoring reports; 8. Prepare notices to the applicants regarding the Bank's decision on the projects' proposals; 9. Provide advice on the risk diversification of Bank's investment portfolio.
GENERAL REQUIREMENTS	<ol style="list-style-type: none"> 1. Graduate degree in Finance/Economics; 2. At least 3 years of experience in credit and finance; 3. Fluent Russian, knowledge of English language; 4. Portfolio of successfully completed projects with investment volumes from \$30 million; 5. Knowledge of financial accounting standards and reporting principles, audit principles, managerial economics, including: cost accounting, production management, and human resources management. The ability to analyze financial and economic activities of enterprises, calculate financial performance indicators and carry out their analysis; 6. Strong analytic skills; 7. Self-motivated, goal-oriented, persuasive with developed negotiation and communication skills.