

FSPFC05 – SQA Unit Code H5H3 04

Progress and finalise applications for business financing and credit facilities



Overview

This unit is about confirming the terms and conditions of financing and/or credit facilities, securing your customer's agreement to those terms and conditions, and activating the facility for the customer. It may involve any type of business financing, including overdrafts and credit cards. You will need to pay attention to details that are critical to your work and will need to evaluate different types of reports in relation to customers and their business, including the customer's financial position and the strength of their business. You will have to clarify issues relating to security against which a charge is to be made, as well as authorise the activation of the agreed financing and/or credit facility. You will need to ensure that all negotiations are conducted within the remit of your organisation's policies and procedures. You will liaise with a range of people, including both internal and external specialists, other colleagues and customers themselves.

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Performance criteria

- You must be able to:*
- P1 Evaluate all relevant information and/or recommendations before making judgements about financing and/or credit facilities
 - P2 Approve only facilities within your own limits of responsibility and your organisation's guidelines for financing and/or credit facilities
 - P3 Inform the customer clearly and accurately of the decision and obtain written acceptance of the financing and/or credit facility where appropriate
 - P4 Confirm the customer's understanding of all relevant aspects of the financing
 - P5 Arrange for the preparation of all contracts in accordance with your organisation's requirements
 - P6 Obtain confirmation that security is in place, when required
 - P7 Arrange to activate the financing and/or credit facility and advise the customer
 - P8 Keep accurate and up-to-date records of all action taken
 - P9 Comply with legal requirements, industry regulations, including ethical standards and health and safety, organisational policies and professional codes
 - P10 Identify potential risks

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Knowledge and understanding

You need to know and understand:

- K1 The limits of your authority to approve applications for business financing and/or credit facilities
- K2 Relevant legislation and regulations affecting your work
- K3 Your organisation's guidelines for offering financing and/or credit facilities to business customers
- K4 The relevant reports and recommendations relating to your customer's application for financing and/or credit facilities, including evaluations of financial and non-financial information
- K5 Principles and methods of assessing and interpreting relevant reports and recommendations
- K6 The purpose of obtaining written acceptance of agreements
- K7 The purpose of obtaining security and the forms that security can take
- K8 Procedures relating to obtaining securities that are required for advances
- K9 The action that is required to activate facilities
- K10 Your organisation's requirements relating to the application of codes, laws and regulatory requirements, including ethical standards and health and safety as they impact on your activities

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Additional Information

Behaviours

1. You use information and knowledge effectively, efficiently and ethically
2. You show integrity, fairness and consistency in the decisions you make
3. You explain things so others will understand

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Relevant occupations Finance

Suite Financing and Credit

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