

Job Overview:

Full time role as an Associate in our Loan Management Team in Norwich

Vacancy Reference Number: MSMS 2023-036

Location: Norwich

Job Description:

Business Area: Loan Management	Review Date: August 2023
Functional Title: Associate	Corporate Title: Associate
Reporting Line:	Shelley Aldous – Director, Co-Head of Norwich
Responsible For: Supporting the servicing requirements of a portfolio of Infrastructure deals on behalf of the Aviva Investors mandate to ensure compliance with policies, procedures and timelines.	
Purpose (a brief encapsulation of what the jobholder is required to accomplish): Manage multiple transactions to meet deadlines and deliver a consistent high level of service to clients whilst adhering to policies and procedures. Meeting commitments, working independently and as part of a team, taking accountability, staying focused under pressure as well as showing the ability to adjust plans to meet changing needs.	
Core Responsibilities: <ul style="list-style-type: none"> • Working as part of the loan management team on an Infrastructure loan portfolio • On-boarding of new deals into system of record • Perform on-going loan management from deal closure to maturity • Collecting and analysing borrower reports (financial statements, covenants etc.) • Preparation and updating compliance modelling • Liaise and negotiate, as needed, with borrowers, guarantors, asset managers, property managers, project monitors, lawyers, agents and technical advisors • Review and analyse development finance documentation, development cashflow to budget and project monitor reports • Co-ordinate and minute the monthly Asset Review Meeting with the client • Other duties as assigned 	
Skills and Competencies (Key skills, competencies and attributes required for success): <ul style="list-style-type: none"> • Ability to quickly prioritise and coordinate work • Ability to meet deadlines while achieving high levels of accuracy • Strong oral and written communication abilities • Analytical skills to understand complex loan documents, borrower structures and compliance modelling • Strong organisational and time management skills • Ability to work in a team 	

- Must be able to adapt quickly and efficiently to client-specific requirements and objectives
- Previous experience in commercial loan servicing in the UK or elsewhere in Europe. Experience will either have been in a third party servicer or in house at a bank or other financial institution
- Advanced skills in MS Office Suite including Outlook, Excel, Word

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience.

Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on HR@mountstreet.com or +44 (0) 20 7659 7051.