

Overview:

Vacancy Reference Number: MSMS 2024-024

Location: Norwich

Job Description

Business Entity: Mount Street Mortgage Servicing Limited	Review Date: July 2024
Cost Code/ Business Unit: 37 - Project George	
Division: Loan Servicing Norwich	Department: EMEA Loan Servicing
Corporate Title: Associate	Functional Title: Loan Servicing and Banking Associate
Ultimate Reporting Line: Associate Director	
<p>Responsible For: The Loan Servicing and banking team are responsible for a wide range of administrative duties in respect of the Private Debt loans. The role holder will undertake the administration of loan servicing and banking transactions including Balance & Transaction reporting, Payment Creation/Approval/Release and Reconciliation.</p>	
<p>Explain who will cover the role when current individual is absent from the office: Other members of the team.</p>	
<p>Purpose (a brief encapsulation of what the jobholder is required to accomplish): This position plays a role of supporting the effective management of the existing portfolio and new business propositions. The Loan Administration team provide an essential support function to the Asset Management team and therefore work closely together to deliver an exceptional service to our clients.</p>	
<p>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</p> <ul style="list-style-type: none"> • To assist with the Loan Administration of Private Debt loans across CRE, Infrastructure, Private Corporate and Structured finance debt. • Assisting in the new loan drawdown and on-boarding process in conjunction with other members of the Loan Administration and Asset Management teams • Assist in the day-to-day management of a loan portfolio and working closely with the Asset Management team to ensure exceptional services are provided to our clients • Maintenance of loans in the Loan Administration System including cash reconciliation • Production and verification of the relevant notices to Borrowers and Lenders • Where required, calculate and verify the amounts owed by borrowers on each relevant payment date, in line with the loan documentation • Providing the relevant loan details in response to loan confirmation audit requests • Assist in the setting up of mandate rights over client accounts along with setting up and maintaining online access for the Loans Administration team • Assist in the production of a monthly metrics pack for presentation to the management team and client • Other duties as assigned from time to time 	

Skills and Competencies (Key skills, competencies and attributes required for success):

- Appropriate experience working in Private debt environment, ideally specialising in loan/asset servicing and / or banking
- Communication – Must be able to use telephone, email and written word to a high standard
- IT including Excel – Must be able to perform complex calculations
- Analytical – Must be able to analyse reports containing financial data
- Team Work – Must be able to work well as part of a team as well as individually
- Proactive – Must adopt a proactive approach to the delivery of service excellence
- Strong organizational and time management skills
- Ability to meet deadlines while achieving high levels of accuracy.

Essential Approved Persons Examinations (e.g. FSA, CFA):

N/a

Professional Examinations required (e.g. ACCA):

Business degree / relevant professional qualification (accountancy or banking) or relevant similar business experience

Other skills required, essential or desired (e.g. languages):

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.