

Overview:

Vacancy Reference Number: MSMS 2025-001

Location: Dublin

Job Description

Business Entity: Mount Street Hibernia Servicing Limited	Review Date: January 2025
Cost Code/ Business Unit: 25 - PS - Europe	
Division: EMEA Loan Administration	Department: EMEA Loan Servicing
Corporate Title: Associate	Functional Title: Loan Administration Associate
Ultimate Reporting Line: Director Loan Administration	
<p>Responsible For: Day to day Mandate operations with integration to Loan Administration role.</p>	
<p>Explain who will cover the role when current individual is absent from the office: Cover will be provided by Mandates Team head and other Loan Administration Team members.</p>	
<p>Purpose (a brief encapsulation of what the jobholder is required to accomplish): The Mandates / Loan Administration team are responsible for a wide range of administrative duties in respect of the Commercial Real Estate, Shipping and Aviation loans where Mount Street entities are party to loan documentation, performing roles such as that of Facility Agent and Security Trustee.</p> <p>Daily cash and position reconciliations and the accurate and timely production of notices are one of the key responsibilities for the team. This is one of the essential elements of the relationship between Mount Street and its Borrowers/Lenders.</p> <p>In addition, the team is responsible for aspects of Cash Management including Balance & Transaction reporting, Payment Creation/Approval/Release and Reconciliation. KYC and Bank account management and control.</p> <p>The Loan Administration / Mandate 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:</p> <ul style="list-style-type: none"> • Assist in the setting up of mandate rights over client accounts along with setting up and maintaining online access for the Loans Administration team. • KYC updates. 	

- Assisting in the new loan drawdown and on boarding process in conjunction with other members of the Loan Administration and Asset Management teams.
- Maintenance of allocated loans in the Loan Administration System.
- Boarding of newly closed loans into the Loan Administration System.
- Assist in the day-to-day management of a loan portfolio and working closely with the Asset Management team to ensure exceptional services is provided to our clients.
- To assist with the Loan Administration of CRE and Shipping loans.
- Production and verification of the relevant notices to Borrowers and Lenders.
- Completion of daily cash reconciliation process for the loan portfolio.
- If required, calculate and verify the amounts owed by borrowers on each relevant payment date.
- Providing the relevant loan details in response to loan confirmation audit requests.
- Assist in the production of a monthly metrics pack for presentation to the management team.
- Other duties as assigned from time to time.

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

- Analytical – Must be able to analyse reports containing financial data.
- IT including Excel – Must be able to perform complex calculations.
- Communication – Must be able to use telephone, email and written word to a high standard.
- Teamwork – 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):

University degree

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

Desirable but not essential to be able to speak another European language – Spanish, German or Greek.

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.