

Vacancy Reference Number: MSMS 2025-005

CORPORATE TITLE: Contractor (Analyst)
FUNCTIONAL TITLE: Operations Specialist
LOCATION: London

DIVISION: MSMS
DEPARTMENT: Investor Relations and Reporting
ULTIMATE REPORTING LINE: Masood Malik
COST CODE/BUSINESS UNIT: 25
REVIEW DATE: February 2025

OVERVIEW**PURPOSE OF ROLE (WHAT IS REQUIRED OF THE JOBHOLDER TO ACCOMPLISH):**

- We are seeking a detail-oriented and analytical professional with advanced Excel skills to join our team on a temporary basis for approximately 3 months. The ideal candidate will be responsible for analysing complex datasets, developing insightful reports, and solving business challenges through data-driven decision-making.

RESPONSIBLE FOR:

- Utilize advanced Excel functions and array multiplication to analyse and manipulate large datasets.
- Solve analytical problems by applying logical reasoning and quantitative methods.
- Develop and maintain reports, dashboards, and data models.

CORE RESPONSIBILITIES (FUNCTIONAL RESPONSIBILITIES):

- Develop Excel-based client reporting model

SKILLS AND COMPETENCIES

- Proficiency in advanced Excel functions and data analysis techniques.
- Strong problem-solving skills with the ability to interpret complex data.
- Experience with data visualization tools is a plus.

- Excellent attention to detail and ability to work independently.

ESSENTIAL APPROVED PERSONS EXAMINATIONS

- N/A

PROFESSIONAL EXAMINATIONS REQUIRED

- N/A

OTHER SKILLS REQUIRED, ESSENTIAL OR DESIRED:

- Good English language skills

WHEN ABSENT FROM THE OFFICE ROLE WILL BE COVERED BY:

- N/A

ABOUT MOUNT STREET

Our aim is to create value across the entire spectrum of credit management. This is achieved through unrivalled expertise and enduring partnerships.

As a critical partner to Financial Institutions, we offer a comprehensive range of solutions that extend beyond servicing to include advisory services and strategic management of outsourcing.

Powered by CreditHub, our bespoke technology platform, we provide end-to-end solutions that adapt to the unique challenges of each client. Our deep knowledge of multiple asset classes, in addition to our global reach, allows us to deliver expertise that maximise opportunities and minimise risk.

We pride ourselves on our entrepreneurial spirit, fostering innovation and flexibility in our approach.

From our award-winning history, to our expanded capabilities across diverse sectors, we've built a reputation for handling even the most complex problems in the industry.

WHAT WE DO

We deliver unmatched expertise and advice across the entire credit management lifecycle.

OUR VALUES

Integrity – We value honesty, courage, fairness and tenacity.

Value our People – Our strength is our People and Teamwork is at the heart of what we do and who we are.

Deliver – We walk the talk and deliver on our promises.

Empower – Our teams are empowered to share in the purpose of our business.

Customer First – Partnership – We work in partnership with our clients, developing a relationship built on trust.

Please note that to ensure compliance with DSGVO/GDPR all CV's received for prospective candidates who are not appointed are deleted and not saved.

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 20 7659 7051.**