MOUNTSTREET

Vacancy Reference Number: MSMS 2025-004

CORPORATE TITLE:	Senior Associate
LOCATION:	Norwich
DIVISION:	EMEA Investor Reporting
DEPARTMENT:	EMEA Loan Servicing
ULTIMATE REPORTING LINE:	Masood Malik, Director
COST CODE/BUSINESS UNIT:	25 - PS - Europe
REVIEW DATE:	February 2025

OVERVIEW

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

- Preparation of private side reporting in conjunction with the Primary Team.
- Provide support and back up on the reporting for our CMBS book.
- Assemble companywide stats to assist with the production of pitch books, marketing materials and data requests.

RESPONSIBLE FOR:

- The Reporting Analyst will be working with Mount Street's highly experienced Investor Relations & Reporting team focusing on delivering first class, bespoke solutions across a broad menu of services to participants in the credit, structured and asset finance markets.
- This role covers a large volume of reporting requirements. The Reporting Analyst will interact internally with the Loan Administration, Asset Management and IT teams of Mount Street and externally with the clients to complete their tasks.

CORE RESPONSIBILITIES (FUNCTIONAL RESPONSIBILITIES):

- Provide support and back up in preparing quarterly risk review reports, liaise with the AM's to ensure covenants, KPI's and commentary are updated ahead of internal review process

- Provide back up and assist with the pre IPD process, liaise with AM's and loans admin in the preparation of loan level reports and servicing fee invoices

- Liaise with AM's in preparing for the investor-reporting package at bond, loan and asset level and assemble initial drafts of the reporting

- Assist with 'additional duties' required under the servicing agreement, monitoring of finance parties ratings, maintaining insider lists

- Help prepare and collate information to produce marketing materials, pitch books and RFP's for the business units as and when required

SKILLS AND COMPETENCIES

- Advanced Excel

- Good knowledge of Microsoft Office

- Power BI (Basic)

- The candidate must be able to organise their day and perform several tasks on a timely basis, working in a team environment with good communication (both written and oral).

- It is also important for the candidate to be well versed in data management strategies and techniques and be proficient with desktop applications including Excel (to an advanced level), PowerPoint and Word with an aptitude to learn and become proficient using internal technology, reporting and record keeping systems. Knowledge of Bloomberg is also beneficial but not a necessity.

- The candidate will ideally have some knowledge of loans and securitisations (not essential) but most importantly be committed, diligent, willing to learn and apply themselves and be an active and vocal member of the team in promoting best practices and ideas.

ESSENTIAL APPROVED PERSONS EXAMINATIONS

- N/A

PROFESSIONAL EXAMINATIONS REQUIRED

- University degree

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OTHER SKILLS REQUIRED, ESSENTIAL OR DESIRED:

- Good English language skills

WHEN ABSENT FROM THE OFFICE ROLE WILL BE COVERED BY:

- Investor Relations and Reporting Team

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.

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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.