

## Overview:

**Vacancy Reference Number: MSMS 2025-004**

**Location: Norwich**

## Job Description

<b>Business Entity: Mount Street Mortgage Servicing Limited</b>	<b>Review Date: January 2025</b>
<b>Cost Code/ Business Unit: 25 - PS - Europe</b>	
<b>Division: EMEA Investor Reporting</b>	<b>Department: EMEA Loan Servicing</b>
<b>Corporate Title: Senior Associate</b>	<b>Functional Title: Operations Specialist</b>
<b>Ultimate Reporting Line:</b> Masood Malik – Director	
<p><b>Responsible For:</b></p> <p>The Reporting Analyst will be working with Mount Street’s highly experienced Investor Relations &amp; 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.</p> <p>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.</p>	
<p><b>Explain who will cover the role when current individual is absent from the office:</b></p> <p>Investor Relations and Reporting Team</p>	
<p><b>Purpose (a brief encapsulation of what the jobholder is required to accomplish):</b></p> <ul style="list-style-type: none"> <li>• Preparation of private side reporting in conjunction with the Primary Team.</li> <li>• Provide support and back up on the reporting for our CMBS book.</li> <li>• Assemble companywide stats to assist with the production of pitch books, marketing materials and data requests.</li> </ul>	
<p><b>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	

- 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** (Key skills, competencies and attributes required for success):

- 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** (e.g. FSA, CFA):

N/A

**Professional Examinations required** (e.g. ACCA):

University degree

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

Good English language skills

**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](mailto:HR@mountstreet.com) or +44 (0) 20 7659 7051.