

Vacancy Reference Number: MSMS 2025-010

CORPORATE TITLE:	Associate
LOCATION:	Norwich
DIVISION:	Data and Service Management
DEPARTMENT:	Data Management Team
ULTIMATE REPORTING LINE:	Samuel Paradise – Team Lead Data Management Services
COST CODE/BUSINESS UNIT:	37/ Project George
REVIEW DATE:	March 2025

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

- Maintaining system of record, updating and validating new data as it is received, reporting back to the relevant Asset Managers with any portfolio changes.
- Onboarding new deals into the system of record, providing a full service up to data sign off in line with agreed client KPI's.
- Ensuring all relevant systems are updated as new information is received.

RESPONSIBLE FOR:

Supporting the data management requirements of the business across multiple mandates to ensure compliance with policies, procedures and timelines. Meeting commitments, working independently and as part of a team, taking accountability, staying focused under pressure as well as showing the ability to adjust plans to meet changing needs.

CORE RESPONSIBILITIES (FUNCTIONAL RESPONSIBILITIES):

- Monitoring the Tenancy Schedule Inbox, ensuring all tenancy data is processed in line with agreed SLA's.
- Liaise with external clients/suppliers to obtain any missing information or to resolve any issues identified.



- Produce and distribute comparison reports to all relevant internal and external stakeholders.
- Carry out 4-eyed checks on new data inputs to ensure 100% accuracy before validation.
- Maintain tenant information (including ratings) using key systems, ensuring all links are in place.
- Onboarding all new deals into the system of record. Liaising with internal/external parties to obtain any missing information required for onboarding purposes.
- Produce Post Close Reporting, liaising with external clients to obtain data sign off.
- Preparing tenant data for portfolio annual reviews, as and when required.
- Preparing data for client demo's
- Uploading and labelling of documents into the DocVault storage system.
- Other duties as assigned

SKILLS AND COMPETENCIES

- Possesses strong attention to detail skills with the ability to process data accurately and efficiently
- Ability to work in a team yet work independently if required
- Confidence and capability to liaise with internal/external stakeholders and establish good working relationships
- Ability to quickly prioritise and coordinate work
- Ability to meet deadlines while achieving high levels of accuracy
- Strong oral and written communication abilities
- Analytical skills to understand loan documents and tenancy data
- Strong organisational and time management skills
- Must be able to adapt quickly and efficiently to client-specific requirements and objectives
- Good understand of MS Office Suite including Outlook, Excel, Word

ESSENTIAL APPROVED PERSONS EXAMINATIONS

- N/A

PROFESSIONAL EXAMINATIONS REQUIRED

- N/A

OTHER SKILLS REQUIRED, ESSENTIAL OR DESIRED:

- N/A

WHEN ABSENT FROM THE OFFICE ROLE WILL BE COVERED BY:

- The Data Management 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.

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.**

