

Vacancy Reference Number: MSMS 2025-022

CORPORATE TITLE:	Associate
LOCATION:	Norwich
DIVISION:	EMEA Loan Administration
DEPARTMENT:	EMEA Loan Servicing
ULTIMATE REPORTING LINE:	Director, EMEA Loan Administration
COST CODE/BUSINESS UNIT:	37/ Project George
REVIEW DATE:	May 2025

OVERVIEW

The Loan Servicing and banking team are responsible for a wide range of administrative duties in respect of the Private Debt loans. The role holder will undertake the administration of loan servicing and banking transactions including Balance & Transaction reporting, Payment Creation/Approval/Release and Reconciliation.

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

- Supporting the effective management of the existing portfolio and new business propositions
- Essential support function to the Asset Management and Primary Servicing teams and therefore work closely together to deliver an exceptional service to our clients

RESPONSIBLE FOR:

- The role holder will undertake the administration of loan servicing and banking transactions including Balance & Transaction reporting, Payment Creation/Approval/Release and Reconciliation.

CORE RESPONSIBILITIES (FUNCTIONAL RESPONSIBILITIES):

- To assist with the Loan Administration of Private Debt loans across CRE, Infrastructure, Private Corporate and Structured finance debt
- 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 loans in the Loan Administration System including cash reconciliation



- Production and verification of the relevant notices to Borrowers and Lenders
- Where required, calculate and verify the amounts owed by borrowers on each relevant payment date, in line with the loan documentation
- Providing the relevant loan details in response to loan confirmation audit requests
- Assist in the setting up of mandate rights over client accounts along with setting up and maintaining online access for the Loans Administration team
- Assist in the production of a monthly metrics pack for presentation to the management team and client
- Other duties as assigned from time to time

SKILLS AND COMPETENCIES

- Appropriate experience working in Private debt environment, ideally specialising in loan/asset servicing and / or banking
- Communication – Must be able to use telephone, email and written word to a high standard
- IT including Excel – Must be able to perform complex calculations
- Analytical – Must be able to analyse reports containing financial data
- Team Work – 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

- N/a

PROFESSIONAL EXAMINATIONS REQUIRED

- Business degree / relevant professional qualification (accountancy or banking) or relevant similar business experience

OTHER SKILLS REQUIRED, ESSENTIAL OR DESIRED:

- N/a

WHEN ABSENT FROM THE OFFICE ROLE WILL BE COVERED BY:

- Other members of the Loan Servicing and Banking team

***To advise, sponsorship will not be offered for this role**



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.**

