

Vacancy Reference Number: MSMS 2025-031

CORPORATE TITLE:	Associate
LOCATION:	Dublin
DIVISION:	EMEA Loan Administration
DEPARTMENT:	EMEA Loan Servicing
ULTIMATE REPORTING LINE:	Director Loan Administration
COST CODE/BUSINESS UNIT:	25/ PS – Europe
REVIEW DATE:	28/02/2025

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

The Loan Administration team is responsible for a wide range of administrative duties in respect of the Commercial Real Estate loans where Mount Street entities are party to loan documentation, performing roles such as that of Facility Agent and Security Trustee.

The accurate and timely production of notices is one of the key responsibilities for the team. This is one of the essential elements of the relationship between Mount Street and its Borrowers/Lenders.

In addition, the team is responsible for all aspects of Cash Management including Balance & Transaction reporting, Payment Creation/Approval/Release and Reconciliation.

The Loan Administration team provide an essential support function to the Asset Management team and therefore work closely together to deliver an exceptional service to our Clients.

RESPONSIBLE FOR:

- The accurate and timely management of a portfolio of loans covering all elements of the relationship between Mount Street and its Borrowers/Lenders.



CORE RESPONSIBILITIES (FUNCTIONAL RESPONSIBILITIES):

- Management of a loan allocation.
- Calculation and verification of interest and principal amounts due as well as the fees charged.
- Production and verification of the relevant notices to Borrowers and Lenders.
- Boarding of newly closed loans into the Loan Administration System.
- Maintenance of allocated loans in the Loan Administration System.
- Co-ordination of the Borrower bank account opening for newly closed loans.
- Completion of all KYC requirements involved in the setting up of the signature mandates that provide Mount Street with access to the blocked Borrower bank accounts.
- Providing the relevant loan details in response to loan confirmation audit requests.
- Creation and authorisation of payments via a wide range of online platforms.
- Creation of deal level reporting for securitised loans.
- Maintenance and verification of the cash reconciliation, rent account, reconciliation and fee tracker.

SKILLS AND COMPETENCIES

- Three to five years banking and payments experience.
- Analytical – Must be able to analyse reports containing financial data.
- IT - Including Excel – Must be able to perform complex calculations.
- Communication – Must be able to use telephone, email and written word to a high standard.
- Teamwork – 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.
- Knowledge of KYC, AML and multi-platform bank account systems would be a distinct advantage.

ESSENTIAL APPROVED PERSONS EXAMINATIONS

- N/A

PROFESSIONAL EXAMINATIONS REQUIRED

- University Degree preferable

OTHER SKILLS REQUIRED, ESSENTIAL OR DESIRED:

- Desirable but not essential to be able to speak another European language.

WHEN ABSENT FROM THE OFFICE ROLE WILL BE COVERED BY:

- Loan Administration 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 Recruitment@mountstreet.com.**

