

BUSINESS PROCESSOR



Reports to: Managing Director/ CEO
Working hours: 37.5 hour working week.
Start Date: Immediate

Benefits:

24 holidays, plus bank holidays, (Increases to 25 after 1 year's service);
Close proximity to Wilmslow train station;
24-hour colleague assistance helpline;
Westfield Health cash plan;
Team social events and trips

Salary: To be discussed plus discretionary annual bonus.

Role Overview

The Business Processor roles provides essential support to the business development and underwriting team to ensure the relevant checks are completed to support loan progression. The role requires a high level of organisation and excellent communication skills to manage expectations both internally and externally with clients and solicitors.

Main Duties and Responsibilities

- Reviewing applications to ensure that all the relevant paperwork has been submitted.
- Creation and organisation of client information to support smooth processing of loan applications.
- Checking loan-to-value and debt-to-income ratios.
- Completing detailed affordability assessments.
- Requesting credit checks on applicants.
- Issuing paperwork such as loan agreements and terms and conditions.
- Dealing with enquiries from applicants and lenders.

- Drafting of case rationale for investors and senior management team to support loan applications.
- Completion of AML checks and review of credit reports.
- Maintaining accurate records of all activity on each account.
- Working to deadlines for submission of paperwork.

Key Skills and Qualifications

- Excellent interpersonal skills.
- Attention to detail.
- High-level numeracy and an understanding of financial processes.
- An understanding of credit scores.
- Expert knowledge of databases, word processors and spreadsheets.
- Proven customer service skills.
- Exceptional organisation skills.
- Ability to multi-task and prioritise effectively

The Role Will Also Include

Monthly one to ones with the Managing Director / CEO discussing performance and general welfare.

The above is not exhaustive and is subject to review throughout the year. Please note your role will include many aspects of the business which go outside your day to day role. This includes anything requested of you by the Managing Director / CEO.

Please send a copy of your CV with cover letter to

careers@mslendinggroup.co.uk