

Overview:

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 manner of becoming authorised signatories over the client bank accounts along with setting up online access 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 and notice generation. 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.

Vacancy Reference Number: MSMS 2021-023

Location: Dublin

Job Description: Loan Administration Associate

Business Area: Loan Administration	Review Date: 27/04/2021
Functional Title: Loan Administration Associate	Corporate Title: Associate
Responsible for: <ul style="list-style-type: none"> • Setting up of Bank Account Mandate rights over Client Accounts along with setting up and maintaining online access for the Loans Administration team • The Loan Administration of a portfolio of Loans • Issuing various notifications to borrowers / lenders as required • Maintenance of the loans on the system of record 	
Core Responsibilities <ul style="list-style-type: none"> • Assist in the setting up of mandate rights over client accounts along with setting up and maintaining online access for the Loans Administration team • Assisting in the new loan drawdown and on boarding process in conjunction with other members of the Loan administration team • Assist in the day to day management of a loan portfolio • 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 • Providing the relevant loan details in response to loan confirmation audit requests • Assist in the maintenance and verification of the cash reconciliation, rent account reconciliation and fee tracker • Assist in the production of a monthly metrics pack for presentation to the management team 	
Skills and Competencies <ul style="list-style-type: none"> • 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 	

- 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

Professional Examinations required (i.e. ACCA):

University degree

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

Desirable but not essential to be able to speak another European language – Spanish, German or Greek

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 are committed to a diverse and inclusive workforce which truly represents the environments in which we live and work. Through this diverse team we are able to grow, learn and understand better individual differences, life experiences, knowledge and expertise. Our employees invest in the work they do and Mount Street invests in them. When recruiting for our team, we openly welcome all candidates and their unique contributions irrespective of education, culture, ethnicity, race, sex, gender identity and expression, age, colour, religion, disability, sexual orientation, beliefs or any other personal characteristic.