

## Company Overview:

Mount Street is a leading solutions provider to the investment community, delivering tailored products to investors and lenders participating in a full range of credit markets. We provide services across the front, middle and back office to our clients throughout the loan lifecycle, with market leading expertise, a trusted team of professionals and a proprietary technology system driving service excellence.

## Job Overview:

A new role has been created within the Primary Servicing Team as a result of the need to expand the Agency function, providing support to the wider team

**Vacancy Reference Number: MSMS 2021-028**

**Location: Wood Street, London EC2V 7AN**

## Job Description:

<b>Business Area: Primary Servicing</b>	<b>Review Date: 2021</b>
<b>Functional Title: Analyst</b>	<b>Corporate Title: Associate</b>
<b>Reporting Line: Arham Sheikh, Director</b>	
<p><b>Responsible for:</b> The Analyst will primarily focus on providing pro-active support to a growing team of Asset Managers, across all aspects as they manage a portfolio of loans/debt facilities and ensure compliance with policies, procedures and timelines.</p>	
<p><b>Purpose:</b> The Analyst will primarily focus on providing pro-active support to a growing team of Asset Managers, across all aspects as they manage a portfolio of loans/debt facilities and ensure compliance with policies, procedures and timelines.</p> <p>To manage multiple deliverables to meet pre-agreed deadlines and deliver a consistent high level of service to clients, both internal and external, whilst adhering to policies and procedures.</p> <p>Meeting commitments, working independently, taking accountability, staying focused under pressure as well as showing the ability to adjust plans to meet changing needs.</p>	
<p><b>Core Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Management and accountability of the end-to-end Loan Onboarding process</li> <li>• Learn and understand loan portfolios, primarily Real Estate</li> <li>• Working closely with the team to provide ongoing improvement of the daily functions.</li> <li>• Shadowing and supporting Asset Managers with their Portfolio of loans.</li> </ul>	

- Liaising with external parties to obtain quotes for their services
- Preparation of payments from Lender controlled accounts
- Respond to both internal and external queries in a timely manner
- Carry out a range of project related tasks.
- Other duties as assigned.

**Skills and Competencies:**

- Strong oral and written communication abilities.
- Analytical skills to understand loan documents and borrower structures.
- Experience of Real Estate Finance preferred.
- Strong organizational and time management skills.
- Must be able to adapt quickly and efficiently to client-specific requirements and objectives.
- Proven ability to manage multiple tasks whilst maintaining high levels of accuracy and adhering to tight timescales.
- Ability to operate proactively and independently, whilst also working well within a team
- Highly motivated, organised and proactive 'can-do' attitude

**Other skills required, essential or desired:**

Advanced knowledge of the following would be beneficial:

- MS Office Suite including Outlook, Excel, Word

**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.**