

Role specification.

Role Title: Credit Manager, Policy & Portfolio

Region(s)	Head Office (Manchester Green)
Reports to	Head of Credit
Contact	hr@ assetzcapital.co.uk
Salary	Dependant upon experience, plus benefits

Role Purpose

As a Credit Manager, Policy & Portfolio, you will be required to learn all aspects of the Credit Manager role, working to a training program alongside existing Credit staff with a view to achieving Credit Manager capability.

This knowledge will then be applied to being responsible for all aspects of developing and maintaining Policies, Procedures, and Portfolio information. This includes evolution of Credit Risk models, and new directions in sanctioning such as auto decisioning and automated valuation model. You will also be expected to have an active involve with Risk Management function liaising with the Head of Risk as required. You will also be representative of the Credit Sanctioning team on Change initiatives, coordinating changes into the team.

As a secondary responsibility and from time to time, you will be required to perform as a traditional Credit Manager, Sanctioning, responsible for maintaining the credit quality of new loans presented to the Company through the use of the Company's Credit Models and Policies, so that lenders do not take undue risk with their capital.

To be successful in this role, you will need to evidence a willingness to learn, tenacity, strong reasoning and analysis skills, self-motivation and strong verbal and written communication skills.

As regards lending experience a successful candidate would understand the basics of a sound credit proposal and have ideas as to the areas of focus to critically assess a lending request.

Responsibilities

The primary responsibilities attaching to this role are:

- Responsibility for the creation and upkeep of all credit policies, guidelines and procedures as informed by the Head of Credit
- Responsibility for the creation and upkeep of all risk registers, frameworks and action plans as informed by the Head of Credit
- Responsibility for the creation and upkeep of all credit models as informed by the Head of Credit
- Ensuring the adherence of the Credit Team to all policies through informing and monitoring
- Leading change alongside the Head of Credit, representing the Credit Sanctioning team in projects and meetings.
- Undertaking portfolio monitoring and reporting as required including establishing a suitable Credit Oversight regime
- Supporting the Head of Credit in onboarding Institutional Lenders

The following list represents the principal responsibilities of a Credit Manager which will be secondary to the tasks and responsibilities detailed above

- Adhere to a company sanction Limit of up to £5,000,000, subject to our Company sanctioning matrix.
- Assist the Head of Credit in the development and recommendation of commercial loan objectives, policies and practices, establishing internal loan controls and written policies and procedures for Board approval.
- Ensure that all new Credit reports comply with the Company's Credit Policies and guidelines.
- Report and provide recommendations to the Head of Credit on any exception to the above, via the response tracker.
- Advise the Head of Credit of concentration risks around new business opportunities presented to the Company and suggest mitigants to the risks.
- Identify policy, process and procedure shortcomings and recommend improvements.
- Keep abreast of current and competitive rates and activities, including regulatory issues, and incorporate such into all sanctioning decisions.
- Ensure day to day risk controls are adhered to.
- Conduct pre-application discussions with Relationship Directors to assess appetite.
- Ensure appropriate attendance and contribution at both Deal Forum and Borrower Review Forum.
- Ensure all pricing requests are responded to within agreed Service Level Agreements.
- Ensure that Sighting Papers presented by Relationship Directors are responded to with agreed Service Level Agreements and they fully set out reasons for; approval / decline or provide alternative terms / structures if appropriate.
- Ensure that Credit Reports presented by Relationship Directors are responded to within agreed Service Level Agreements and they fully set out reasons for approval / decline or provide alternative terms / structures if appropriate. This will be contained within the Sanctioners Comments sheet.
- Respond to questions raised by lenders regarding loans via the website Q&A.
- Liaise with members of the Deal team on each specific new loan to ensure that new loans progress to drawdown in as timely a manner as possible.
- Check that all Financial Conditions Precedent have been met prior to drawdown of new loans.
- Attend meetings of other departments within the Company as appropriate in order to promote and enhance credit knowledge within the Company overall.
- Retain post-deal monitoring responsibility for all development loans, undertaking ongoing tranche drawdowns, completing lender updates and updating phases on receipt of sales proceeds.
- Undertake Lender votes.
- Attend client meetings where appropriate.
- Provide training and support for all new relationship staff.
- Complete annual reviews / PDPs of direct reports in a timely manner if appropriate.
- Liaise with external lending institutions and regulators as necessary

Skills and knowledge

- A good understanding of the principles of lending
- A good knowledge of development funding
- Confidence to grow into making informed decisions in respect of new deals presented to the Company.
- Have an awareness of the wider business environment (Brexit, C-19) and pressures being seen
- Good communication skills both internal and external to the Credit Department.
- Awareness of how issues within the Credit Department affect the wider business.
- Good attention to detail and accuracy.
- Excellent organizational skills, taking personal responsibility for workflow.
- A good understanding of Microsoft Word and Excel.
- Preferred experience of writing policies, guidelines, procedures and credit risk models
- Educated to GCSE level or equivalent.
- Experience of working in an FCA (or similar) regulated environment.
- Experience of working in a similar role in the credit risk function within the financial services sector.
- Excellent knowledge of loan, security and financial documents.

Benefits

- 25 days holiday, rising to 27, plus statutory bank/public holidays
- Birthday Leave
- Flexible Working Hours
- Pension Scheme
- Healthcare benefits
- Life cover
- Staff Share Pool Bonus Plan
- A relaxed and committed, environment supported by an enthusiastic team