

# Role Manifesto

## Business Processor



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## Key Details

Monday – Friday, 09:00- 17:30

Working Hours: 37.5 hour working week

Salary: To be discussed plus discretionary annual bonus.

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## 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
  - Summer Fridays
  - Birthday day off
  - Give back day
  - Making the memory (time off for first day of school drop-offs, nativity plays and sports days!)
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## What We Do

We offer bridging finance on residential, semi-commercial, and commercial properties. As a business we look at every case on its own merits, and work closely with our clients to ensure their financial needs are met. We are fast, flexible and reliable in our offering.

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## Our Vision

We are growing into a nationwide bridging finance business, with the aim of having a £250m loan book, lending on average £25m per month, via brokers and directly to investors and property companies, for residential and commercial property transactions across the UK. We believe that a total commitment to people, values and relationships will disrupt our industry.

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## Role Overview

The core mission of this role is to support the team and the client to ensure the loan gets completed. You are extremely organised, and meticulous with detail. Your communication skills are excellent, and you manage expectations both internally and externally with ease. People can rely on you, and they trust when you say you will do something, you'll deliver.

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## Obsess & Excel

To be really successful in this role there are certain areas the right candidate needs to obsess over or excel at:

- Understand our business process, and aim to keep it seamless for our clients.
- Your checklist is golden, and you won't let it not be completed before proceeding with a loan.
- You thrive on working to a deadline, with no detriment to quality or accuracy.
- You want to know more about the specialist finance market so you can have insightful conversations with clients.
- Paperwork and rapport come hand in hand.

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## Outcomes in Your Role

### Within 3 Months:

- Comprehensive knowledge of business products, and underwriting processes
- Start to create relationships with key brokers
- Introduce yourself to third party stakeholders ie. Valuers and solicitors.

### 3-6 Months:

- Educate clients on our process to speed up their next application
- Present to brokers on what a perfectly packaged case looks like.
- MS&More update on processing.

### 6 Months+:

- Quarterly reporting with solicitors on how processes can be improved.
- Host clients at corporate events.
- Become a custodian of the processing team for new starters.

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MS LENDING GROUP

