

ADVERTISEMENT FOR LOAN ADMINISTRATOR POSITION

Vacancy: Loan Admin Assistant

Hours of work: Full Time Monday to Friday, 9 am to 5.30 pm)

Location: Hastings

Invest & Fund is committed to building the UK's most trusted peer-to-peer marketplace helping individuals, high net worth lenders, private banks, family offices and institutions achieve attractive, risk-adjusted returns from successful residential development projects. Having already lent over £45m, the business is at an exciting time as it seeks to scale and become a market leader in the provision of residential development and bridging finance. Invest & Fund is fully authorised and regulated by the FCA.

This is a fantastic opportunity to join a successful company in a fast moving and busy office environment, contributing to the overall success of a high performing organisation.

About the Role

The role of a loan administrator is to gather, review, administer, appropriately store and record all of the relevant information and documentation throughout the life of a loan, from initial enquiry through to full repayment. The role is varied and diverse, from amending contracts and Excel spreadsheets for loans to answering the telephones.

This role would suit someone who has experience in a Financial Services or legal environment and some knowledge of FCA Regulations.

About You

We are looking for an experienced administrator to support with a variety of tasks, including initial research and checks to progress the due diligence for each loan. You will be keen to learn more about the business and expand your role as you get more experience.

You will be well organised and possess the ability to multi-task. Excellent communication skills (both verbal and written) and a hands-on approach to delivering excellent customer service are essential. Highly motivated and detail focused, you will be able to manage your own workload and work as part of the Loan Admin team to ensure targets are met.

What we can offer you

- A competitive salary
- Up to 25 days' holiday (in addition to Bank Holidays)
- As much coffee as you can drink and regular treats
- Contributory pension scheme
- To be surrounded by brilliant, highly-skilled, fun people within a busy but flexible environment you will want to shout about

If you are looking for more than just a job, Invest & Fund offers a competitive salary within a friendly working environment.