

## Job Description

Job Title	<b>Finance Broker – Property</b>
Reporting to	Head of Regional Broking
Purpose	To engage with potential clients to gain an understanding of their finance requirements and to progress to completion.

Key Responsibilities	Specific Tasks	Business Objective
<p>To facilitate all Property enquiries.</p> <p>Must have a good understanding of Commercial Finance Products.</p>	<p>To handle inbound leads and make outbound calls to develop new business.</p> <p>To resolve any issues and progress transactions.</p> <p>To gain a complete understanding of the client's needs and discuss options if required.</p>	<p>To internally transact property enquiries.</p>
<p>Working closely with the Head of Regional Broking to ensure targets are met.</p>	<p>To process enquiries through to completion.</p> <p>Increasing the number of completions in line with growth plans.</p>	<p>Support the growth of the team and its delivery of team targets.</p>
<p>Compliance with all mandatory policies and adherence to operational procedures to maintain internal controls.</p>	<p>Process and maintain accurate records and carry out tasks as requested by line management, to include:</p> <ul style="list-style-type: none"> <li>• Updating CRM databases</li> <li>• Adhere to quality measures</li> </ul>	<p>Contribute to the team's quality and customer satisfaction by facilitating transparent communication.</p>
<p>Progress all applications through to completion.</p>	<p>To gain a high-level understanding of lender criteria.</p>	<p>To provide a first-class customer experience.</p> <p>Going over and above the minimum standards required.</p> <p>To build key stakeholder relationships.</p>
<p>Other</p>	<p>Any other tasks as considered appropriate.</p>	

## Candidate Profile

Element	Essential	Desirable
Skills	<p>Excellent telephone skills.</p> <p>Ability to build rapport with clients.</p> <p>People skills to deliver the highest standards of service.</p> <p>Systematic and methodical.</p> <p>Accurately prioritise key tasks.</p>	<p>Previous experience in transacting property finance enquiries.</p>
Qualities	<p>Self-motivated and confident, able to work on own initiative and actively as part of a team.</p> <p>Confident dealing with companies and stakeholders directly.</p>	<p>Resilient, confident, people person, who puts the needs of the customer and business first.</p>
Knowledge and Experience	<p>Previous experience in a property finance role.</p>	<p>The ability to adapt to change in an ever-changing environment.</p>

## Conditions and Remuneration

Starting salary	£25,000 - £35,000 per annum
Benefits	Newable Benefits Package
Hours	35 hours per week, Mon-Fri (9.00am-5.00pm) / Permanent role
Location	Manchester

*Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.*