

Operational Credit Manager

Business area: Commercial Lending, Development Finance

Location: Fenchurch Street, London

Salary: Competitive depending on experience

Brief description

Key role within the Paragon Development Finance ("PDF") Credit and Operations team, supporting the Credit and Operations Director and Credit team in Credit Control and Due Diligence in a rapidly expanding part of the Paragon Bank Business. Looking for an individual with strong front-line credit experience in residential development finance.

Purpose of the role

- Making Credit decisions on Facility proposals as a member of the Credit team
- Ensuring that due diligence has been carried out fully and correctly on new Facilities and on monthly draw downs
- Monitoring the performance of facilities on an ongoing basis
- Ensuring PDF is meeting statutory and regulatory compliance requirements
- Ensuring that the PDF risk controls are sufficient and are being operated properly
- Assist with the implementation of the PDF IRB project

Duties and responsibilities

- Sit on PDF Credit Committee, ensure that the credit approval process runs smoothly and ensure accurate minutes produced in a timely fashion
- Check accuracy of Facility Letters to ensure that they reflect the terms sanctioned
- Perform due diligence on credit approved loans prior to draw down, and on loan amendments with a due diligence requirement
- Signing off on monthly build draw down requests and reviewing the Project Monitoring Surveyors reports
- Taking part in Loan Review meetings and auditing content to ensure accurate and appropriate
- Participate in monthly Credit Risk meetings
- Review KYC compliance checks to ensure in line with PDF policies
- Working with Compliance, Financial Crime, Operational Risk, DPO, Property and other departments to ensure that we comply with all relevant Paragon Bank and other regulations
- Assist in developing and maintaining the operational and credit procedures documentation.

Skills

- Strong analytical and verbal reasoning skills
- Familiar with Banking, GDPR and AML regulations
- Microsoft word and excel

Qualifications and experience

- Strong background in Credit
- Experience of Residential Development Finance
- Experience of IRB desirable but not essential

Working hours

37.5 hours per week, Monday to Friday, 8.30am to 5.00pm (one hour for lunch).

Training

Relevant training will be provided.

Apply

Please send your internal application form to Human Resources asap.