

## **LOOKING FOR A NEW CHALLENGE? WE ARE HIRING!!**

Community Finance (Ireland) as part of the UCIT Group have been responsible for the investment of approximately €70million into Community Owned Projects across the island over the last 15 years. The increase in demand for our loan fund which now totals almost €100 million has led to the need to recruit a Client Relationship Executive in the Munster / South Leinster Region.

The successful candidate will be expected to identify suitable Community Finance loan proposals, assemble well-structured credit papers and formulate reasoned recommendations ensuring that they meet the requirements of all stakeholders.

### **Key Responsibilities;**

- In conjunction with the Head of the Community Finance (Ireland) business, to develop and implement a tailored marketing strategy for the region.
- To have primary responsibility for the identification, development, implementation and management of Loan Deals for Community Finance (Ireland) in the region
- To maintain and enhance the Management Information System to ensure the Group network of contacts continues to expand and is provided with regular updates on developments within the sector.
- To maintain the quality of service offered by Community Finance (Ireland) to the target market, whilst also ensuring consistency in decision making at grass roots level.
- To assemble clear, concise credit papers for submission to the Associate Director consistent with Community Finance (Ireland) credit risk appetite.
- To draft Letters of Offer to successful applicants, and liaise with legal representatives to ensure timely disbursement of funds to the client.
- To have responsibility for the management and maintenance of that portion of the loan portfolio specific to the region in question, and arrears management functions where necessary.
- To act as an Ambassador for Community Finance (Ireland) at market related events, to include formally presenting on the group's origins, achievements, and current product offering.
- To develop strong working relationships and effectively communicate with statutory and non-statutory community champions within the region with a view to foster a collaborative approach to developing awareness
- To ensure the Head of Community Finance (Ireland) is kept informed on all aspects of the business on a day to day basis.
- To present at Board meetings when required on the performance of the portfolio and updates relating to pipeline composition.
- To continually review and improve business development strategy and related activities to ensure consistent quality delivery of information and support where necessary.
- To contribute to Product development, Stakeholder engagement and to Marketing as a part of the Community Finance (Ireland) team

**The successful candidate will demonstrate the following characteristics:**

- Strong track record of initiative and team experience within the financial/business services sector
- 3/5+ years' experience in Financial/Business Services with proven record in credit assessment/ assembly, ideally gained in a retail banking environment
- Highly motivated with an ability to develop further skills and competencies with a view to career progression
- High-level analytical ability, capable of interpreting, distilling and re-cycling information in a convincing manner
- Strong diplomacy skills and a flexible attitude to the diverse nature of the target market
- Availability to work outside normal office hours
- Have strong communication skills with the ability to present to a non-technical audience
- Degree qualification in banking and/ or business related subjects are preferable
- Highly organised with well-honed time management skills and the ability to manage applications within tight turnaround times
- Car Owner with Full Driving Licence
- Will be located within the Munster / South Leinster area.

**Remuneration and Benefits**

- Salary is negotiable, and will be competitive
- Pension Contribution
- Company Phone and Laptop
- An office location appropriate to the selected individual

**Application Process:**

- Interested Candidates are encouraged to email a detailed CV together with a covering note including any pertinent additional information to [info@communityfinance.ie](mailto:info@communityfinance.ie) with the subject line "**Client Relationship Executive**" to be received no later than Friday 29<sup>th</sup> April 2016.
- Suitable Candidates will be shortlisted and notified of a series of interviews subsequently.

For more information on Community Finance (Ireland) and the UCIT Group, feel free to visit our websites:

[www.communityfinance.ie](http://www.communityfinance.ie)

[www.ucitltd.com](http://www.ucitltd.com)