

HOPE CAPITAL

PORTFOLIO COORDINATOR

Location: Alaska House, Dunnings Bridge Road, L30 4AB

Working hours: 9am - 5pm

Contract: Permanent

Salary: Competitive

COMPANY

Hope Capital is a specialist bridging lender with a reputation for service excellence. The experienced team can handle standard bridging cases through to the more specialist or complex. Hope Capital will lend for almost any purpose, from investment property purchase to refurbishment and equity release. Every case and application is assessed on its own merits

For over 10 years we have been supporting brokers and their clients achieve their ambitions through short-term bridging loans. What sets Hope Capital apart is our common sense, collaborative and transparent approach, competitive product proposition and dedication to service excellence. We are completely transparent about all fees, interest rates and the process right from the outset.

JOB DESCRIPTION

An exciting opportunity has arisen for a Portfolio Coordinator to join our fast paced, exciting and growing business, to support the Head of Portfolio Management to manage post-completion accounts from funding to redemption.

ESSENTIAL SKILLS WE NEED FROM YOU

- ✓ Excellent organisational and communication skills.
- ✓ Attention to detail with data and policy adherence.
- ✓ Flexibility, determination, enthusiasm and the ability to work well under pressure.
- ✓ Good Microsoft Office skills, including use of Excel spreadsheets.
- ✓ Strong sense of urgency and dedicated work ethic.
- ✓ Excellent numeracy skills.
- ✓ Ability to review and challenge documentation.
- ✓ Ability to build and maintain relationships with third parties.
- ✓ Good team player and able to work on own initiative.

DESIRABLE SKILLS

- ✓ Background in financial services.
- ✓ Understanding and awareness of GDPR and legislative requirements.
- ✓ Ability to identify problems and propose remediation.

CALL

0151 523 5998

EMAIL

opportunities@hope-capital.co.uk

VISIT

hope-capital.co.uk

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KEY RESPONSIBILITIES

- ✓ Ensure all loans complete with the original terms by implementing any account management and redemption strategies.
- ✓ To support the Head of Portfolio Management developing and designing reports with financial implications that can be presented to the Hope Capital Board.
- ✓ Monitor the progress of loans through their term.
- ✓ Proactively review loans coming up to redemption, taking appropriate action to improve collections performance.
- ✓ Monitor waypoints, key events and conditions during the term of the loan.
- ✓ Gather information, identify issues and propose remediation plans.
- ✓ Maintain data systems for management information and investment reports.
- ✓ Liaise with brokers for redemption documentation and figures.
- ✓ Prepare redemption statements.
- ✓ Build relationships with Key Partners .
- ✓ Identify any risks to the business.
- ✓ Follow standard post-completion processes.
- ✓ Identify new processes and procedures to enhance the business.
- ✓ Monitor, collect and log interest payments onto the system.
- ✓ Proactively review loans coming up to redemption, taking appropriate action to improve account and portfolio performance.

ADDITIONAL INFORMATION

- ✓ Fulfil the need to travel or attend events may feature.
- ✓ Need to work irregular hours and weekends as required to fulfil the above responsibilities e.g. events attendance.
- ✓ To support Company Values of Integrity; Flexibility; Collaboration; Improvement and Customer Focused as embraced by the Hope Capital Mission Statement.

IF YOU WANT TO TAKE THE NEXT STEP IN YOUR CAREER,
COMPLETE THE FORM ON OUR WEBSITE AND UPLOAD YOUR CV:

[APPLY NOW](#)

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