



Job Title | New Business Administrator, Asset Finance

BUSINESS AREA: **Asset Finance**

LOCATION: **London, SW1**

Role Overview

LCM Partners is one of Europe's leading alternatives investment management firms. We are widely recognised for our deep understanding of credit and track record of generating strong, risk-adjusted returns for our clients through investments in performing, rescheduled and non-performing loans. This newly created role will be part of Asset Finance team responsible for origination through its direct lending strategy LCM Strategic Origination & Lending Opportunities (SOLO).

The successful candidate will work with Head of Origination to ensure that new business objectives are delivered and to manage the deal flow process with team to ensure best in class service delivery.

Job Content

The job holder will be able to carry out all the below tasks:

- Coordinate all internal origination activities and maintain overview of workload, anticipating changes and developments in deal flow
- Manage originations post approval through documentation drafting, execution and pay-out stages including ensuring all documentation, conditions and invoicing is present and correct
- On board transactions correctly in administration system
- Ensure comprehensive and up to date transaction records are maintained
- Take responsibility for maintaining high service levels that are in place internally and with external clients
- Maintain effective relationships internally and externally
- Formally review progress against targets with Head of Origination

Work Experience and Qualifications

- 3+ years in sales or sale support orientated environment within SME commercial finance, asset finance or banking organisation
- Exposure to Asset Finance and Leasing sectors (preferred)
- Familiarity with Financial Documentation relating to Asset Finance and Leasing products or other Lending products
- Ability to competently and confidently manage transaction flows
- University graduate preferably with a specialization in business, economics, finance, accounting, investment analysis, financial management or statistical analysis
- Other relevant professional/financial qualifications may also be of benefit

Skills

The skills listed below are considered the minimum requirement for the role:

- A self-starter able to build relationships within the wider business team environment
- Strong team player
- Ability to work at a quick pace, accurately and efficiently whilst working to tight deadlines
- Professional manner and demeanour



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- Strong attention to detail, organisational skills and desire for continued development
- Fluent Written & Spoken English to a high standard
- Microsoft Office particularly excel to an advanced level
- A second European language would be an added advantage

Financial Remuneration

- Basic salary
- 25 days holiday
- Participation in discretionary annual performance related bonus
- Benefits to include private health insurance, pension and life insurance