Job Profile - Finance Consultant

London, Manchester/ Leeds

**Summary**

#### Purpose of Job

To assist clients to purchase, expand or re-finance their business(es) by arranging commercial mortgages and at all times treating our customers fairly.

**Main Duties**

* To maintain up to date market knowledge to enable the identification of appropriate solutions for customers
* To source and present facilities to clients
* To work to fulfil both the Christie Finance, and individual, business development plan.
* To generate business from the Christie & Co database of registered business purchasers and existing operators
* To create close working relationships with Christie & Co colleagues to maximise referral opportunities and reciprocal business
* To maintain ongoing contact with prospective clients (both internal and external) to ensure Christie Finance is foremost in their minds for any business finance opportunity
* To prepare and submit quality applications for finance on behalf of clients
* To identify and develop relationships with active lending institutions
* To plan, manage and execute several ongoing assignments at any one time whilst ensuring that tight deadlines are met
* To operate in line with FCA Guidelines
* To maintain professional expertise through course attendance, reading of financial journals, and further training in line with but not limited to CF CPD requirements
* To understand what Treating Customers Fairly means in regard to Christie Finance and embed this fully within the work.

**General Responsibilities**

* To present and promote Christie Finance as a professional organisation with the highest standards of excellence and client care
* To contribute to the development of Christie Finance’s corporate image and perception as a whole by demonstrating quality, consistency and reliability
* To comply with company policies regarding Equal opportunities, Health and safety, Data protection and Environmental impact.
* To fulfil any other duties as may be reasonably expected.

**Working Relationships & Contacts**

* Clients -Purchasers and Operators
* Bank representatives
* Christie Finance colleagues
* Christie & Co employees
* Christie Group employees

**Person Specification**

* Able to develop strong reciprocal working relationships
* Sales and service orientation
* Detail conscious
* Analytical
* Self motivated
* Driven and energetic
* Determined and resilient
* Honest and trustworthy
* Critical thinking and problem solving
* Organised and planned
* Calm considered approach when handling diverse demands
* A team player
* Interpersonal skills
* Communication skills - listens carefully and gives feedback

**Experience & Qualifications**

* 2 years+ professional experience in sales within property or finance
* Degree level education or equivalent
* Excellent English writing and presentation skills
* Computer literacy - MS Word, Excel and PowerPoint
* Industry Awareness - regulations (TCF, money laundering, FCA etc.)

To apply for this role, please send your CV to jobs@christie.com