

**Job Title:** Loan Administrator  
**Reporting to:** Head of Quality Assurance and Administration  
**Department:** Quality Assurance and Administration  
**Location:** Woking GU21 6DJ  
**Hours:** Full time, office based

**Job Summary:**

Step One Finance Limited is a rapidly growing specialist lender located in Woking, Surrey.

An exciting position has become available for a full-time Loan Administrator in our Quality Assurance and Administration Department. Located just a two-minute walk away from Woking town centre, Step One Finance provides challenging and rewarding careers. We achieve this by offering continuous learning and development, collaborative teamwork environment and exposure to a wide variety of work.

Step One Finance is proud to be an equal opportunity employer and we take affirmative action to create a more inclusive and equitable world of work.

**Main Responsibilities:**

- To accurately prepare loan files for formal funding of the loan and release of funds following receipt of key loan acceptance documentation from the customer(s).
- To work closely with other Departments, preparing internal documentation to enable a seamless loan completion to take place.
- To maintain high standards of accuracy at all times to ensure an accurate transfer of data is uploaded into the system.
- To instruct external Legal Counsel to process the registration of charge at HMLR or Scottish Land Registry.
- To prepare the file for discharge following source of funds verification.
- To process discharge applications via HMLR Portal.
- To process HMLR Requisitions that may arise.
- To scan post and upload to the account.
- Produce letters, annual and quarterly statements.
- Setting cases live in the system.
- Change of payment date at origination.
- To establish and maintain an effective working relationship with key departments within and outside of Step One. Examples include external solicitors/Broker partners/Finance/ Sales.
- To undertake a weekly review of charge registrations received from HMLR/Scottish LR to ensure the Step One charge is registered promptly on all accounts following completion.
- To update the various data logs and loan Underwriting system, maintaining 100% accuracy at all times.
- To work with the Head of Quality Assurance and Administration in relation to any other ad-hoc queries.
- To ensure that all mandatory compliance-based training is undertaken.

### **Desirable Skills/Qualifications**

- Minimum of grade 4/C GCSE (or equivalent) in English Language and Maths.
- Ability to demonstrate good excel skills.
- Confident and clear communicator.
- Attention to detail.
- Strong team player who is conscientious, friendly, and professional.
- Have the ability to coordinate and manage daily workloads
- Be adaptable and flexible, with a strong willingness to learn new skills.
- Self-starter with a 'Can do' attitude. Pragmatic, prioritise, multi-task and solutions orientated.
- A good team player, open, honest, polite, friendly, reliable and with integrity.

### **Why should you apply:**

- Join a fantastic company with great values and work ethic.
- To become part of a hardworking, dedicated team.
- The opportunity to develop a career in the business.
- Company pension.
- Bonus Scheme.
- Private Medical Insurance.
- Cycle to work scheme
- Referral programme.
- Casual dress.
- Complimentary tea/coffee and fruit.
- Two-minute walk from town centre.