



## Client Relationship Executive (West) Job Description and Person Specification

### How to Apply

- Submit a cover letter and detailed CV by email at [hello@communityfinanceireland.com](mailto:hello@communityfinanceireland.com) referencing subject: Client Relationship Executive Job Application
- Our final close off date is 4pm on Friday 22<sup>nd</sup> January 2021
- Shortlisted candidates will be notified and interviews will take place online via Zoom, on Wednesday 3<sup>rd</sup> February, with follow up meeting for the successful candidate thereafter.

### Job Description:

Reporting To: ASSOCIATE DIRECTOR RoI

Region: West (Donegal, Sligo, Leitrim, Roscommon, Mayo and Galway)

### Responsibilities:

- In conjunction with the Associate Director of Portfolio for the Community Finance (Ireland) business, to develop and implement a tailored marketing strategy for the region;
- 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 of Portfolio 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 Associate Director of Portfolio 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; and
- To contribute to Product development, Stakeholder engagement and to Marketing as a part of the Community Finance (Ireland) team.

Person Specification:

- Proven experience in business development.
- Proven experience in credit skills and loan deals.
- Portfolio management experience.
- Credit paper assembly skills.
- Excellent networking and partnership development.
- Excellent people skills.
- Banking and/or financial experience preferable.
- Excellent organizational and time-management skills.
- Strong written and oral communication skills.
- Problem-solving attitude with an eye for detail.
- Proven ability to work on one's own initiative
- Some level of Involvement and understanding of local Community