



Kingdom Bank

Lending Administrator

After the change in ownership in 2020, the Bank is growing rapidly. It is fast becoming the go-to Bank for the evangelical church in the UK who want to ensure their money is used for Kingdom purposes. Because of this growth we'd like to hire a Lending Administrator to join our Lending Team.

The nature of this role is such that there is an Occupational Requirement for the successful applicant to be a committed Christian.

The Bank is a close-knit team of around 60 people. This size gives each of us the opportunity to be involved in a broader range of activities than might be the case at a larger financial organisation. Our culture is to be hard-working and professional, yet informal and caring. Team members take responsibility for balancing flexibility in their individual working patterns whilst supporting each other and delivering great customer service. We are committed to training and development, and to progression wherever possible.

ROLE

To support the lending managers with the processing of loans and mortgages, progressing these to completion on behalf of the Bank:

- Being the first point of contact for potential and existing customers, and able to understand and articulate our Christian mission to them.
- Able to relate to our customer-base and comfortable praying with customers.
- Support the Bank's Lending Team with loan processing and inputting of information and data to the Bank's banking systems.
- Support the Bank's Account Management Team with assessment of existing mortgages to ensure continued compliance with the Bank's Credit Policy,
- Keep the Bank's CRM and database systems up to date throughout the lending process.
- Prepare documents for delivery to clients.
- Handle correspondence, emails and telephone calls from customers, potential customers and professional firms within agreed timescales.
- Adherence to policies and procedures appropriate to the role.
- Any other lending administrative tasks relevant to the role grade as needed.

When you'll work

35 hours per week (part-time hours will be considered to a minimum of 21 hours a week) and generally expected to be worked Mondays to Fridays and between 8.30am and 5.30pm. Working pattern to be agreed with the line manager under the Bank's flexible working policy.

27 days paid holiday (excluding bank holidays), and the opportunity to purchase additional holiday up to a maximum entitlement of 32 days per annum.

Where you'll work

The ideal candidate would be able to attend the Bank's office at least three times a week, but with a minimum expectation of at least two office-based days per month in accordance with the Bank's flexible working policy. The Bank's office is located at Media House, Padge Road, Beeston, Nottingham, NG9 2RS, and hybrid workers are responsible for covering commuting and accommodation costs when attending the office.

Salary & Benefits

Salary of £25,500.

Salary sacrifice pension scheme: 9% of salary (up to £50,000) on an unmatched basis and up to 4% of total salary on a matched basis.

Other benefits in accordance with the Bank's People Policy on completion of probation, including travel loan scheme, electric vehicle salary sacrifice leasing scheme, enhanced maternity leave, payroll giving scheme, additional holiday purchase, private medical insurance, free eye tests and death in service benefit.

Probation

The post is subject to a three months' probation period.

Occupational Requirement

This role has been assessed as carrying an Occupational Requirement for the post holder to be a committed Christian.

Closing Date

Sunday 10 August

Interview Date

End of August

How to apply

If you believe that you have the skills and the passion to join the Kingdom Bank team, please download the Application Pack and complete the application form for this role on our website www.kingdom.bank/vacancies.

If you need further information, please email people@kingdom.bank. We look forward to hearing from you.