JOB DESCRIPTION

JOB TITLE:	Conveyancer – Lender Only Team		
REPORTS TO:	Team Manager		
DEPARTMENT:	Residential Conveyancing	LOCATION:	Leeds

PURPOSE

To manage a caseload of Separate Representation and Equity Release matters where we act solely for the Lender

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KEY RESPONSIBILITIES;

This does not set out every responsibility but provides an overview of the main areas of responsibility.

- Title checking in line with our client lender's requirements, raising enquiries and identifying any necessary issues to report to our lender clients
- Checking mortgage offers and issuing the necessary mortgage documentation to the borrowers' solicitors
- Ensuring our client lenders' specific requirements and special conditions are satisfied
- Liaising with Technical Advisors on complex matters and ensuring relevant guidance and instructions are followed
- Checking all necessary documentation is complete and satisfactory
- Ensuring all correspondence is dealt with swiftly and within our service level agreements
- Liaising with borrowers' solicitors to resolve any enquiries and bring the transaction to the swiftest possible conclusion
- Providing accurate updates to our client lenders and being responsive to their requests and queries
- Checking pre-completion searches and ensuring pre-completion requirements are satisfied
- Handling the drawdown and release of funds

Personal Qualities

- Previous experience in dealing with Equity Release essential
- Excellent communication and customer service skills.
- Very responsive to client requests and instructions from Team Manager
- Ability to meet tight deadlines & work under pressure.
- Good data input skills and attention to detail
- Team player who demonstrates flexibility and a 'can do' attitude
- Strong organisational skills and ability to successfully prioritise own workload
- Able to work under own initiative
- Experience of working in a high volume environment.
- Ability to work effectively and efficiently with internal and external stakeholders.
- Good grasp of working within a regulatory environment.

Employee Signature ………………………………………………… Date …………………

Employee Name ……………………………………………….