



Honest, Enthusiastic & Hardworking
JCB Finance Ltd is a specialist asset finance company
with portfolio balances exceeding £1 billion

The role: Sales Support Co-ordinator - Based at our office in Rocester, Staffordshire (opposite JCB's World Headquarters). Applicants will have proven experience of working within the financial services sector in a sales support or customer facing role.

- Competitive basic salary and finance company benefits including; discretionary bonus, generous pension scheme, and private healthcare.
- Access to a reliable method of transport is important due to our rural location.

KRAs include:-

- Co-ordinating administration for new business proposals up to point of pay out.
- Administration and data input.
- Maintaining up-to-date, accurate computerised records and databases using bespoke programs.
- Daily interaction with JCB Finance's Sales, Credit Risk and Customer Service teams.
- Co-ordinating administration relating to stock funding, to help ensure supply to the UK JCB dealer network.
- Processing new business transactions in accordance with company policy, governance framework and Regulation.

Education, Skills, Knowledge & Abilities:-

- Good administration skills.
- Data inputting and use of Microsoft programs. Training will be provided in the use of bespoke finance software.
- Confident telephone manner, good communicator.
- Previous experience of working to strict processes and legislation relating to the FCA, Anti-Money Laundering, Data Protection and so on, is preferred.
- 5 GCSEs (or equivalent) grade C/5 or above, including Maths and English.
- 2 A-levels (or equivalent) at grade C or above, preferred.

Person Specification:-

- Team worker who is self-motivated.
- Ability to work to deadlines and under pressure.
- Accurate, good attention to detail, organised.
- Honesty, integrity, enthusiasm, hard working.
- Capable of achieving competent standards in all processes within the Sales Support function after training.

Pay & Benefits

- | | |
|--|---|
| <ul style="list-style-type: none">• Competitive basic salary.• Discretionary bonus scheme• 37.50 hour per week, 5 days – Mondays to Fridays.• 25 days holiday per annum plus Bank Holidays (and up to 5 service days after eligibility) | <ul style="list-style-type: none">• Pension scheme (employer contribution - 15%)• Subsidised private healthcare scheme• Employee loan schemes (after eligibility)• Subsidised dental care and gym facilities |
|--|---|

To apply please visit www.jcb-finance.com to download our application form. Please use our secure on-line portal to return completed forms. Alternatively please post to Human Resources, JCB Finance Ltd, The Mill, High Street, Rocester, Staffordshire, ST14 5JW. Closing date: 19th August 2019

Employment is subject to satisfactory pre-employment checks including references, Credit Reference Agency and Basic Disclosure check (DBS), and qualifications.