



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

We have a vacancy for a **Business Services Co-ordinator**, based at our office in Rocester, Staffordshire (opposite JCB's World HQ).

Our team is currently working at the office and from home, to enable business continuity during the pandemic.

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 Recoveries 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, effective communicator – by phone, in writing and in person.
- Previous experience of working with processes and legislation relating to the FCA, Anti-Money Laundering, Data Protection and so on, is helpful.
- 5 GCEs (or equivalent) grade C/5 or above, including Maths and English as minimum. 2 A-levels (or equivalent) at grade C or above, preferred.

Person Specification:-

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

Pay & Benefits

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| <ul style="list-style-type: none">• Competitive salary.• Permanent contract.• Discretionary bonus scheme• 37.50 hours 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• Subsidised dental care and gym facilities• Free parking |
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To apply please visit www.jcb-finance.co.uk/careers to download our application form and/or your CV - please use our secure on-line portal.

Employment is subject to satisfactory pre-employment checks including references, Credit Reference Agency and Basic Disclosure check (DBS) and qualifications. JCB Finance Ltd is authorised and regulated by the Financial Conduct Authority (Firm reference number: 708332)