



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

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We have a vacancy for a full-time **Business Services Co-ordinator** in our Business Services Team. We're based in Rocester, Staffordshire (opposite JCB's World HQ). We're trying out hybrid working - 2 days home working, 3 days office working - with new role induction and training conducted from the office.

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 and team working 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 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)