

### Paraplanner/ Broker's Assistant

Private Finance is an independent mortgage advisor, acting as a private wealth hub, matching high value clients with high value mortgages and associated products and services. Private Finance gives introducers exclusive access to bespoke mortgage solutions for their clients and lenders exclusive access to new high net worth market segments.

We have plans to recruit another 10 consultants by the end of 2012. The established introducer relationships with [several estate agency brands](#) make Private Finance a particularly attractive company to join and therefore increase the quality of consultants wishing to work under the Private Finance brand.

We therefore require further support for the sales function.

The successful applicant will be responsible for:

- Administration for clients' mortgage applications from point of sale through to completion.
- Use of Dashboard to record leads
- Reporting to office manager on expected completion figures
- Liaising with valuable clients on the success of their applications
- Presenting mortgage applications to lenders and chasing solicitors
- Liaising with valuable contacts from estate agencies on the progress of their clients' applications
- General ad hoc help to brokers on specialist 'quick turnaround' cases

1. To start early 2012
2. Based in Hertford SG14 1HD
3. Excellent presentation and attitude must suit our high net worth clients
4. Basic circa £17,500
5. Guaranteed Annual Bonus to be discussed and possibly paid monthly
6. Must have finance administration experience: Considerable previous experience, CeMAP qualification or degree beneficial
7. Must be proficient in Word, Excel
8. Some IT knowledge helpful
9. Must be interested in lender criteria and have a working knowledge of the buying process
10. You may be interested in becoming a broker: gradual transition to this is possible

Please send your CV and a covering letter to [heb@privatefinance.co.uk](mailto:heb@privatefinance.co.uk)