

Role Profile

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| JOB TITLE | MORTGAGE UNDERWRITER |
| REPORTING TO | MORTGAGE SERVICES MANAGER |
| REPORTEES | NONE |

JOB PURPOSE

To underwrite and process mortgage applications from across the Society's product range in accordance with Society credit risk policy and mandate limits, providing guidance to all internal and external customers on mortgage underwriting related work, to achieve the highest possible levels of customer satisfaction whilst contributing to continuous improvement within the mortgage function.

KEY RESPONSIBILITIES

- To underwrite and process all mortgage applications within the Society's credit policy and risk appetite of the Society.
- To make underwriting decisions within policy, procedural guidelines and delegated mandates.
- To contribute to the development of credit policy
- To contribute to the continuous improvement of systems, procedures and policy relevant to the mortgage function to ensure they meet and reflect the Society's core values, risk appetite and business requirements.
- To liaise and communicate effectively, promptly and provide effective technical support and expertise to internal and external customers delivering the highest standard of customer service at all times.
- To ensure mortgage documentation including application case notes and rationales are fully and accurately recorded and system data is accurately keyed to ensure the integrity of the data and consistency across the core systems to enable internal and regulatory reporting as required.
- To maintain and apply Society and industry wide knowledge relevant to the work within the mortgage underwriting role.
- To maintain and apply the required standard of training, competency and compliance knowledge relevant to mortgage underwriting role.
- Deputise for the line manager and undertake any other duties or projects that may be regarded relevant to the job role as required.

SKILLS AND EXPERIENCE

- Underwriting both intermediary originated & direct business
- Mortgage mandate ideally for a variety of mortgage types; e.g. residential, buy-to-let, self-build, self-employed etc.
- Ability to document and articulate rationale for decision making with accuracy and attention to detail
- Ability to make well-reasoned commercial judgements and decisions
- Excellent telephone skills/manner
- Planning and organising skills
- Team player