L&Q Group

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| **Role title** | Treasury Legal Analyst | | | | | | | **Date** | | 27/05/2020 | |
| **Reports to Title** | Treasury Solicitor | | | | | | | **Version** | |  | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **✓** | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| To coordinate, review and take responsibility for legal due diligence packs provided by internal stakeholders to ensure that properties can be used as collateral to support £6bn of debt requirements and future fund raising exercises whilst maintaining accurate records through existing operating systems. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| Review legal due diligence packs of information for newly built schemes provided by Development teams and ensure that these are complete and can be used as collateral | | | | | | | | | | | 35 |
| Working collaboratively with the Performance team to ensure that outstanding items are identified and tracked via KPIs | | | | | | | | | | | 25 |
| Working closely with internal and external stakeholders to charge properties to secure external debt | | | | | | | | | | | 15 |
| Monthly reporting requirements to confirm group secured debt position in relation to number of properties charged | | | | | | | | | | | 10 |
| Maintain the necessary records and systems as required to ensure that L&Q remain compliant | | | | | | | | | | | 10 |
| Contribute to the team’s performance and customer service delivery whilst operating in line with L&Q values | | | | | | | | | | | 5 |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | |
|  | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | |
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| **Technical Knowledge/Skills** | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | |
| * Sector/specialist knowledge and experience: Previous experience in a real estate/conveyancing/property finance environment | * IT knowledge & skills: General applications. All round proficient computer skills – especially Word, Excel and Outlook |
| * Leadership & management experience: none required |  |
| * Finance and commercial experience: Strong analytical and effective problem solving skills |  |
| * Communication & influencing skills: Confident in communicating (verbal and written) with the ability to make well reasoned decisions and recommendations |  |
| * Organisation & planning skills: Must be organised and methodical with a strong attention to detail. Must be able to prioritise against challenging timetables and to work with minimal supervision |  |
| * Academic & professional qualifications: Expected to be educated to a degree level with appropriate additional training and practice in a real estate/conveyancing/property finance environment |  |
| **L&Q Values** | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. | |
| **People** | |
| * We care about the happiness and wellbeing of our customers and employees | |
| **Passion** | |
| * We approach everything with energy, drive, determination and enthusiasm | |
| **Inclusion** | |
| * We draw strength from our differences and work collaboratively | |
| **Responsibility** | |
| * We own problems and deliver effective, lasting solutions | |
| **Impact** | |
| * We measure what we do by the difference we make | |
| **Other** | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | |