L&Q Group

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **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
 |