

### Job Specification

<b>Job title</b>	<b>Relationship Executive</b>	<b>Division</b>	<b>Invoice Finance</b>
<b>Team</b>	<b>Operations (IF)</b>	<b>Salary</b>	<b>DOE</b>
<b>Reporting to</b>	<b>Operations Manager</b>	<b>Place of work</b>	<b>Reading</b>

### Company Overview

Time Finance plc is an AIM-listed business specialising in the provision of funding solutions to UK businesses seeking to access the finance they need to realise their growth plans. UK Businesses can take advantage of an extensive portfolio comprising: Asset Finance, Invoice Finance, Loans, Vehicle Finance and Asset Based Lending. Since a new strategy was launched in 2021, the business has grown rapidly and now provides c£1200 million of funding to 10,000 UK businesses to support their growth. Time Finance operates from four locations across the UK – Bath, Manchester, Warrington and Reading. We were proud to be recognised as Employer of the Year 2020 by the Business Leader Awards.

### Role Overview

The main duties and responsibilities include:

- Liaise with clients to ensure that an excellent relationship is established and maintained with clients and their staff
- Highlight any risk or service issues to the relationship management team
- To ensure client information and working documents are kept up to date to cover/support fellow Relationship Executives during absences
- Effective ledger management, to include client assignments, funding limits, disapprovals, and concentrations in line with Credit Policy Signing Authorities
- Support Relationship Management Team by identifying and preparing funding or payment proposals to Relationship Management Team in line with credit policy signing authorities
- Pro-actively conduct customer verification and credit control in line with company procedures and as directed by client management
- Liaise with clients to ensure documentation is received, reviewed, and actioned within a timely manner
- Manage and maintain accurate records of client administration activity for future review or follow up
- Assist and support Management Team and New Business with the introduction of new clients

<b>Skills</b>
✓ Excellent written and verbal communication
✓ Ability to prioritise a demanding workload
<b>Experience</b>
✓ 2+ years' experience in Invoice Finance or similar industry
<b>Qualifications</b>
✓ None required



## Benefits Package

- 26 days' annual leave, increasing to 28 days after 2 years' service
- Life assurance & Income protection
- Private medical insurance
- Healthcare cashback plan
- Holiday exchange scheme
- Cycle to work scheme
- Auto-enrolment pension
- Discretionary group bonus scheme

Time Finance has a strong group culture and our values underpin everything that we do; we put People First, we are Bold, we are Flexible and we are Genuine.

We are an equal opportunity employer and value diversity. We do not discriminate on the basis of gender, race, religion, sexual orientation, disability or age.