JOB DESCRIPTION

Role:	**Mortgage Underwriter**
Reports to:	Underwriting Manager
Senior Management Functions:	Nil
Prescribed responsibilities:	Nil
Business Activities:	Nil
Certification Function:	Underwriter
Member of:	Nil
Attendee at:	Mortgage Team meeting
Supervised Roles:	None
Location:	Head Office – Harpenden.
Effective date:	March 2021
Review date:	March 2022
Version:	V6

Job Purpose:

To risk assess and underwrite mortgage applications in accordance with the Society's Lending Policy and risk appetite and to deliver the highest level of customer service so that lending achieves the goals in the Society's Strategic Plan.

Principal Duties:

Underwriting:
- Processing of mortgage applications and support as required across the whole Mortgage Team;
- All aspects of risk assessment and manual underwriting of mortgage lending applications;
- Responsible for ensuring that all decisions are well thought through and adhere to the Society's Lending Policy;
- Act in accordance with any mortgage underwriting mandate you are given ;
- To provide recommendation to a more senior mandate holder in respect of cases outside of mandate held;
- Liaise closely with other members of the Mortgage Team and provide clear underwriting guidance;

Credit Risk:
- All lending decisions are made according to policy and independently in line with agreed mandate. Escalations are made when necessary to higher mandate holders, the risk dept. or senior management as appropriate.

Training and Development:
- Actively involved in the training of new Mortgage Underwriters.
- Complete all assigned regulatory training;
- Ensure through continued professional development that you meet competency requirements of the role.

Commercial/Operational:
- To support the Underwriting Manager as required with the completion of updates to the Lending Policy in draft format;
- Adhere to Procedures and suggest changes for consideration if appropriate;
- Responsibility to update Procedures and their continued maintenance.

Society Brand:
- 'Live' the Society brand and communication strategy (internally and externally);
- Assist the Society in its promotion of independent mutuality.

Regulatory/Statutory Responsibilities:
- Support the Society in ensuring adherence to all appropriate external regulations and legislation e.g. Building Societies Act, PRA and FCA Handbooks;
- Support the Society in ensuring all governance activities comply with agreed Society policies and procedures, including Risk Management; Fraud; Money Laundering; Data Protection; Information Security; Health & Safety and Business Continuity Management (BCP) ensuring a good understanding, a knowledge of the key risks and the duty of care required to abide by them to protect the Society.
- Must at all times comply with the FCA's Conduct Rules.
- Deal with the PRA/FCA in an open and co-operative way, and disclose to the regulator appropriately anything relating to the Society of which either the PRA/FCA would reasonably expect notice;
- Knowledge and understanding of FCA's PSD and BCOB regulations and its implications to our business;
- Knowledge, understanding and adherence to the regulations relating to anti-money laundering, financial crime and anti-bribery and corruption. Ensure awareness of how to report suspicions to the MLRO, and your duty to avoid 'tipping off'.
- Ensure that you adhere to all audit and compliance requirements and Society Policy and Procedure.

Other Responsibilities
- Maintain a working knowledge of the legislative, regulatory and financial framework in which the Society operates;
- Ensure all activities meet and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care;
- Protect the culture and standards of the Society in respect of its dealing with staff, members and external relationships.

Competencies		
Knowledge	**Skills**	**Behaviours**
Planning, organisation & efficiency	Attention to detail	Adaptability & Flexibility
System and organisational knowledge	Customer focus	Continuous improvement
Assertiveness and challenge	Problem solving	Teamwork
Influence and persuade	Analytical thinking	Communication skills
Compliance/regulation		Initiative and pro-activeness
Decision making		Accountability

Qualifications, Skills and Experience

Qualifications/Expertise	Skills	Experience
CeMAP qualified	Highly customer centric individual with a passion to deliver the highest level of service to internal and external customers	Minimum of 12 months' Underwriting experience and proven competency
Excellent levels of numeracy and literacy	Articulate and persuasive with demonstrable relationship management and negotiation skills	Minimum of 12 months' Underwriting experience and proven competency
Intermediate level experience in Word, Outlook, Excel and the Internet	Capable of thinking "outside of the box" and making responsible lending decisions	Ideally experience of underwriting complex prime mortgages
	Very thorough and excellent attention to detail	Good level of understanding of mortgage lending regulation and mortgage market

Senior Management Functions (PRA rule: SMF, FCA SUP Rule 10C)

Nil

Prescribed responsibilities (PRA Rule: allocation of responsibilities)

Nil

Business Activities:

Nil

Certification Function:

Underwriter

(Firms need to certify the fitness and propriety of any staff below Senior Manager level who could pose "Risk of Significant Harm" to the firm, its reputation or its customers ('Certified Persons').)

Policy Responsibility:

Nil

Procedural Responsibility:

As per Procedure ownership

Agreement

Signature: …………………………………………………………………….. Date: ………………………………………………………………….

This job description describes the principle purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.