

## **APPLY HERE:**

Please email your CV and covering letter to [careers@lanternuk.com](mailto:careers@lanternuk.com)

### **Senior Due Diligence Manager**

#### **ABOUT THE SENIOR DUE DILIGENCE MANAGER ROLE**

The role will report directly to the Director of Audit, Risk and Compliance and be heavily focussed on enhancing the client interface. The role will ensure that a fully robust due diligence process is carried out on all proposed sellers of debt books and that third party suppliers (including outsource and service providers) are fulfilling their obligations and commitments to our company. Support will also be provided to the Purchase and Pricing committee ensuring that regulatory compliance is fulfilled and that any recommendations made are in line with legislative governance.

Accuracy, attention to detail and a demonstrable understanding of the niche industry we operate in are critical skills required to succeed. Knowledge of the Consumer Credit Act 1974, FCA conduct rules (regulatory frameworks) and CONC will be critical to this role. Your ability to work autonomously and spot the finer detail will be crucial in your day to day role.

Managing your own workload, interfacing with key external stakeholders and building strong relationships will be essential for success.

#### **WHAT YOU'LL BE DOING**

- Creating and maintaining a robust due diligence process for sellers when purchasing debt book and key/service-critical suppliers;
- Keeping up to date with all regulatory changes to ensure you are always taken into consideration during the due diligence process, and that changes are recorded and evidenced through the Change Control process internally;
- Ensuring that relevant reviews are conducted in a timely fashion in line with the due diligence process;
- Carrying out site visits of relevant third party suppliers on a periodic basis, to ensure adequate processes and procedures are in place, in order for Lantern to provide good customer service;
- Maintaining a log of agreed third-party suppliers and liaising with the Director of Audit, Risk & Compliance to ensure annual compliance audits are conducted;
- Defining reporting format, assessment benchmarks, logistics and timescales;
- Liaising with all senior internal stakeholders in relation to supply chain risks;
- Providing a point of contact for Sellers and third-party suppliers;
- Building and maintaining strong working relationships across departments within the company;
- Making decisions/recommendations in the best interests of the business in line with TCF;
- Liaising with Head of Sales & Client Relations to understand what is in the pipeline and manage time accordingly;
- Taking responsibility for risk and compliance within the remit of your role.
- Managing, supporting and developing the due diligence team.

#### **WHO WE ARE LOOKING FOR**

- You will be able to demonstrate the key elements of the role above.
- You will be comfortable managing your own diary and working independently with minimum supervision

- You will demonstrate a strong commercial acumen with an ability to provide relevant and workable solutions to help the business achieve compliance and demonstrate best practice
- You will ideally have a minimum experience of 2 years within a similar role within a highly regulated environment
- You will be demonstrably familiar with the FCA Regulatory Framework / CONC
- You will have exposure to the Consumer Credit sector
- You will have good knowledge and ability to interpret the Consumer Credit Act 1974
- You will have evidential experience of drafting business reports and comfortable with presenting the content to key stakeholders, external parties and senior executives

### **WHAT YOU'LL GET IN RETURN**

- A really competitive salary **circa £35,000 per annum**
- Monday to Friday 37.5 hours per week.
- Up to **10%** bonus paid annually
- Up to **5%** employer contribution to your pension plan
- Generous Healthcare Cash Plan (Dental, Optical, prescriptions, GP support, discounts etc.,)
- Employee Assistance Program
- **Long Service Cash Incentive scheme**
- **24** days holiday (Rising to **27** days with length of service) plus Bank holidays
- Free on-site parking
- Other benefits associated with forward thinking companies, including really great recognition schemes
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

**Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).**

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