

## New Business Support

STAR Asset Finance Group is on a mission to change asset finance for good, by offering industry leading service, support and engagement to our customers, employees, and peers, and we have an exciting opportunity for a New Business Support to join our Kennet Equipment Leasing business.

STAR Asset Finance is a financial services Group currently made up of four established asset finance companies across the UK. Under the stewardship of our CEO, STAR have exciting plans for rapid expansion, which will see an increase of market share in existing regions, and significant growth in the vendor sales and finance space.

STAR Asset Finance promotes equality of opportunity and is committed to ensuring that no individual is discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

REPORTING TO	LOCATION	CONTRACT TYPE	HOURS
Operations Director	Birmingham (Kennet Equipment Leasing)	Permanent	Full-time

### JOB PURPOSE

The New Business Support team provides administration support to the sales teams. This is a crucial part of the sales process that requires good attention to detail, teamwork, and great communication skills. This role also offers a unique opportunity for career growth, with the potential to transition into a Senior Sales Support role or into Sales. While no prior asset finance experience is required, we are looking for individuals who are highly energised and self-motivated to succeed in a sales-oriented environment

### JOB RESPONSIBILITIES

- Answer reception calls and filtering them to the correct contacts
- Provide copies of agreements and other information/documentation to customers up on request
- Carry out Experian credit checks and AML searches
- Submit opportunities to Funders for credit review
- Raise customer documentation and ensuring all relevant documents are returned correctly
- Deal with incoming documentation; accurately checking all details
- Once documents have been received and conditions agreed, liaise with supplier to sanction delivery
- Call/email suppliers to chase up any invoices and obtaining delivery dates and update the system accordingly
- Contact customers to ensure an agreement can be activated
- Check all final documentation for invoicing, package the deal and invoice
- When required, raise credit notes or re-invoice using SAGE
- Responsible for keeping the sales team, dealers, funders and customers fully updated throughout the journey of an application
- Provide additional information to bank/lenders as required
- When required, run reports ensuring all the data is accurate
- Handle customer information sensitively, in line with GDP
- Assist with any other duties as reasonably requested by the Operations Director to support across the business

### COMPLIANCE, TRAINING & DEVELOPMENT REQUIREMENTS

- Keep up to date with compliance regulation updates including any changes within your role
- Attend and/or complete any mandatory training courses stipulated by the Company
- Lead by example and embed the conduct rules in every aspect of your work
- Identify and approve relevant training opportunities

- **EXPERIENCE**

- Excellent telephone communication skills
- A positive attitude and able to work on own initiative
- Excellent planning & organisation skills
- Passionate and a good team player
- Continuing Professional Development

**APPLYING**

Send your up-to-date CV to [careers@starassetfinance.com](mailto:careers@starassetfinance.com)