



Person Specification: Business Development Manager

| Quality | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • 6 'O' Levels or equivalent including Maths and English • 2 'A' levels or equivalent | <ul style="list-style-type: none"> • Institute of Bankers or Financial Services qualification/ Business or sales qualification • Degree standard of education |
| Job Knowledge | <ul style="list-style-type: none"> • Loan appraisal • Business to Business sales • Building referral networks • Understanding of small business finance • Business Planning • Local financial community | <ul style="list-style-type: none"> • Different stages of business development and growth • Financial analysis • Project Management |
| Experience | <ul style="list-style-type: none"> • Minimum 5 year's loan officer recent experience gained at a Bank, Asset Finance Company, Invoice Discounter, other Business Lender or a combination of these. • Sales and networking • Working with intermediaries • Business appraisal and analysis • Developing a portfolio of clients • Working out in the field | <ul style="list-style-type: none"> • Writing reports • Using data bases |
| Skills/abilities | <ul style="list-style-type: none"> • Sales and negotiation skills • Financial analysis • Presentation Skills • Client centred customer service • IT skills | <ul style="list-style-type: none"> • Ability to work with other business advisors and agencies |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to priorities activities and work to targets and deadlines • Effective verbal reasoning • Assertive, enthusiastic, good | <ul style="list-style-type: none"> • Good Team player • Ability to be self sufficient and work alone. • Positive attitude |

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| | sales person with a social conscience <ul style="list-style-type: none">• Flexible yet resilient | |
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