



Person Specification: Business Development Manager

Quality	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• 6 'O' Levels or equivalent including Maths and English</li> <li>• 2 'A' levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Institute of Bankers or Financial Services qualification/ Business or sales qualification</li> <li>• Degree standard of education</li> </ul>
Job Knowledge	<ul style="list-style-type: none"> <li>• Loan appraisals</li> <li>• Business to Business sales</li> <li>• Building referral networks</li> <li>• Understanding of small business finance</li> <li>• Business Planning</li> <li>• Local financial community</li> </ul>	<ul style="list-style-type: none"> <li>• Different stages of business development and growth</li> <li>• Project Management</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Sales and networking</li> <li>• Working with intermediaries</li> <li>• Business appraisal and analysis</li> <li>• Report writing</li> <li>• Developing a portfolio of clients</li> <li>• Working out in the field</li> </ul>	<ul style="list-style-type: none"> <li>• Using data bases ( CRM)</li> </ul>
Skills/abilities	<ul style="list-style-type: none"> <li>• Sales and negotiation skills</li> <li>• Financial acumen and the ability to interpret and analyse financial reports</li> <li>• Presentation Skills</li> <li>• Client centred customer service</li> <li>• IT skills</li> <li>• Planning and decision-making, delivers on commitments and ability to make clear, informed and timely decisions appropriate to the role.</li> <li>• Ability to work under pressure and to tight deadlines showing drive, motivation and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with other business advisors and agencies</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Good Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be self-sufficient</li> </ul>

	<ul style="list-style-type: none"><li>• Positive attitude</li><li>• Ability to prioritise activities and work to targets and deadlines</li><li>• Effective verbal reasoning</li><li>• Assertive, enthusiastic, good sales person with a social conscience</li><li>• Flexible yet resilient</li><li>• Creativity and innovation: seeks out, develops and successfully implements new ideas, builds on proven approaches and learns from ongoing work to improve it.</li></ul>	<p>and work alone</p> <ul style="list-style-type: none"><li>• Adaptable, prepared to travel to meetings, conferences and training etc in UK or further afield, and undertake organised work trips when required</li></ul>
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