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| **Secure Trust Bank  Reconcilliation & Audit Specialist** | |
| **Job Level**: 3  **Career Path:** Support  **Core Job Title:** Business Associate 3  **Reporting** **To**: Assistant Manager, Stock Funding  **Location**: Solihull/ Hybrid | |
| Secure Trust Bank is an established, well-funded and capitalised UK retail bank providing savings accounts and lending services to over a million customers. In 2022 the Group celebrated 70 years of helping consumers and businesses fulfil their ambitions.  Our customers are at the heart of everything we do, but we can’t achieve our customer focused strategy without the right people in our team. At Secure Trust Bank, we know that people are our biggest investment, which is why a career with us is not just a job. It’s the chance to be part of something bigger, to add real value to the Bank and help us constantly improve, in order to achieve our ambition of becoming the most most trusted specialist lender in the UK . We believe in giving our staff autonomy, with initiative and exceptional performance recognised through a variety of individual and team awards and incentives. All our employees have a tangible impact on the Group’s core values, and we are looking for candidates who are enthusiastic, proactive and enjoy working in a fast paced environment. | |
| **Job Description** | ***Job Purpose***  The Reconciliation and Audit Specialist in Stock Funding is responsible for coordinating audit schedules with multiple suppliers, managing operational audit visits alongside field staff (DRAMS), and overseeing operations involving dual systems.  This role requires the identification and escalation of key risks found in stock audit reports, as well as the management of HPI React records to mitigate financial losses. The ARC must also review data to ensure compliance with the settlement terms outlined in the dealers' legal agreements.  Additionally, the position involves active participation in risk review meetings, management of enhanced audit frequencies, ensuring timely dealer audits, and facilitating the onboarding training process for new dealers using our digital audit system.  ***Key Responsibilities***  Audit Coordination: Schedule and manage audits between two suppliers while coordinating operational audit visits with field staff. This involves utilising and maintaining two distinct systems.  -Risk Identification and Escalation: Identify critical risks during audits and promptly escalate them due to the significant financial implications involved.  HPI React Management: Oversee the HPI React process in stock funding, ensuring new vehicle interests are raised swiftly and accurately to prevent financial losses.  HPI Exceptions Process: Download HPI React data, compare it with settlement data using VLOOKUPs and data analysis, and settle vehicles according to agreed exception terms.  Risk Watch List Reviews: Participate in risk watch list reviews to identify dealers with potential issues and escalate audits as necessary.  Enhanced Audit Management: Manage audits for dealers under enhanced scrutiny, ensuring thoroughness and promptness.  -Audit Frequency Compliance: Run reports to ensure all dealers are audited according to their scheduled frequency. Coordinate with suppliers to replace physical audits with digital ones when appropriate.  New Dealer Onboarding: Manage the onboarding process for new dealers, ensuring their initial training audits are completed efficiently and addressing any issues with suppliers in a timely manner. |
| **Specification** | ***Skills, Knowledge & Experience***   * Experience in a similar role, such as audit reconciliation, stock funding, quality assurance, or risk management, is preferred but not essential. * A basic understanding of mathematics is necessary for conducting stock audits, as they rely on accurate data and dates. This includes accurately reconciling multiple line items. * Analytical Skills: Strong ability to analyze complex data sets to identify discrepancies and potential risks. * Attention to Detail: Meticulous in reviewing data and processes to ensure accuracy and compliance. * Communication Skills: Excellent verbal and written communication abilities for effective interactions with suppliers, field staff, and dealers. * Technical Proficiency: Advanced knowledge of Microsoft Excel, including VLOOKUP and data analysis tools. * Risk Assessment: Capable of evaluating situations to determine potential risks and necessary escalations.     ***Competencies***   * Risk Aware – We keep our customers and ourselves safe and secure * Customer focused – Our customers are at the heart of everything we do * Ownership – Being accountable and taking responsibility for our actions * Performance Driven – To become the best bank in Britain we need to be accountable for what we do * Team Oriented – We achieve more when we work well together |