

# Careers, by BUTTERFIELD.



## Take a step in the right direction.

Headquartered in Bermuda, the Butterfield Group provides full-service community banking and specialised international financial services. Operating in multiple jurisdictions, we focus on results, value relationships, and celebrate success. If this sounds like your kind of company, then consider this opportunity to become part of a collaborative team of professionals at a world-leading, independent offshore bank and trust company.

### Quality Control Analyst—Consumer Credit

Reporting to the Assistant Vice President of Consumer Credit, the Quality Control Analyst will play an integral role in a dynamic team.

#### Your responsibilities will include:

- Reviewing all loan and mortgage supporting documentation for completeness and accuracy
- Verifying account details and transactions for accuracy
- Ensuring lenders are informed of any discrepancies, and that they are rectified in a timely manner
- Maintaining a quality assurance log of all discrepancies and reporting them to management monthly
- Assisting lenders with mortgage and loan client requests, and liaising with external stakeholders as required
- Assisting with completing monthly reports and audit queries
- Assisting with transactions relating to the disbursement of mortgage/loan proceeds
- Undertaking special projects as assigned

#### About the team

At Butterfield, our Consumer Credit team takes the time to get to know each individual client and fully understand their goals and borrowing needs. The team arranges a variety of products from mortgages to personal loans including home equity and education loans. Our team's professional approach and core values allow us to deliver personalised service.

#### Your qualifications and skills include:

- A high school graduate with a GCSE or RSA in English and Mathematics or two years' related work experience
- Competent in Microsoft Word, Excel and Outlook
- Knowledge of credit policies and procedures, as well as mortgage and loan documentation and procedures would be advantageous
- A professional and diplomatic individual, who has the ability to quickly assess situations, gather information and take action
- Sound judgement, quick thinking and an attention to detail with the ability to meet stringent deadlines is essential

#### Why Butterfield?

Butterfield is a leading independent offshore bank and trust company. With more than 1,300 financial services professionals across ten international jurisdictions, the Butterfield experience is enhanced by robust learning and development opportunities, comprehensive benefits, and preferred rates on a variety of proprietary financial services. Guided by our core values—approachable, collaborative, empowered and impactful—we provide a respectful environment where the diversity of our employees and the talents and experiences they bring are celebrated and valued. With a 160-year tradition of service excellence we empower individuals to achieve their goals and make a positive impact on our business, our clients and our communities.

#### Does this sound like you?

All applications should be forwarded via email to [resumes@butterfieldgroup.com](mailto:resumes@butterfieldgroup.com).

#### Closing date:

Friday, 2 October 2020

*Let's start a conversation.*



*butterfieldgroup.com*



**BUTTERFIELD**