



Homes  
England

## Senior Manager – Transaction Execution

### Job purpose

Working with a team of highly skilled individuals alongside Transaction and Portfolio Managers and external professional advisors to ensure timely and effective contracting of complex debt transactions. Responsibilities of the role holder will primarily relate to documentation and delivery of transactions in accordance with relevant risk approvals, policies and other standards, including focus on the legal and specialist diligence aspects of the transaction.

The Transaction Execution ('TE') senior manager will be expected to ensure consistency of execution standards and appropriate management of execution risk across the portfolio of complex new loans and amendments originated by the team.

### Key Relationships

The post holder must maintain good working relationships with a range of key stakeholders including the Loans teams, Risk, Portfolio Management, Legal and other individuals within in Homes England as well as professional advisors (e.g. Legal, Valuer, & MS firms), borrowers/investors & their professional advisors.

### Key Accountabilities & Responsibilities

- Management of transaction workflow through close liaison with team heads.
- Instruction, preparation, negotiation, review and execution of transaction documentation and associated due diligence to time and budget and in accordance with agreed term sheets, policy standards and credit approval conditions, using sound commercial judgement and delegated authorities as appropriate.
- Effective management of internal stakeholder and external client and advisor relationships.
- Ensure appropriate approvals are obtained to variations from approved terms or standard documentation.
- Support Transaction Managers with risk proposals – to include technical support and attendance at relevant committees where appropriate
- Assist with development of team skills to ensure individuals can support a wide range of transactions
- Identify and implement areas for improvement within Homes England processes
- Make recommendations to Head of TE for use of designated discretion /delegation to approve satisfaction of relevant conditions (e.g., title, insurance, facility agreement amends)

### Key Skills & Knowledge

- Degree level qualification or equivalent experience in a relevant field.

- Direct experience in execution of complex real estate finance debt facilities including development finance – experience in negotiating related contracts and in assessing the funding structures to mitigate any financial risk for the lender
- Excellent familiarity and understanding of professional property reports, security and legal documentation (including LMA style legal documents), valuation methodologies and practices and the ability to challenge where required – good familiarity with risk mitigating strategies as well as an excellent understanding of the range of investments across the equity and debt capital spectrum
- Excellent commercial and negotiation skills including ability to recognise risk impacts of proposals

## Key Competencies

- Works collaboratively, developing mutually constructive relationships internally and externally and focused on the wider mission and objectives. Leads confidently in times of change and communicates effectively to all audiences, varying style as appropriate
- Applies the highest standards in all aspects of the role, ensuring that information and records are compliant, fit for purpose and enable the organisation to demonstrate and improve stewardship of public funds
- Able to work alongside a diverse team of colleagues in a way that values everyone as an individual and works to have positive outcomes for others as well as self.
- Adopt a positive approach to all tasks ensuring they are analysed, prioritised and delivered effectively, even in times of high demand

## Key Performance Measures

- Effective delivery and execution of complex transactions.
- Develops strong relationships seeking positive engagement and collaborative solutions, whilst providing strong service and maintaining close adherence to timelines and budgets.
- Adopting a flexible approach to multifunctional working, supporting and working collaboratively with other areas as needed to achieve the mission and objectives. Generates continuous improvement in delivery and process, identifying efficiencies and new ways of working in the agency.
- Maintains a high standard of risk management as measured by appropriate metrics, internal audit reviews and feedback from Risk function

## Values and key behaviours

