



Position: Associate Manager
Department: Real Estate
Position Type: Permanent, Full Time
Location: London
Posting Date: 24 January 2012

Position description

Hatfield Philips International is currently looking to recruit an experienced Associate Manager responsible for the implementation of asset management workout projects and disposals.

As an Associate Manager your main responsibilities will include:

- Analyse and report on financial data on assets and transactions managed by the team.
- Analyse and interpret legal documentation and preparation of regular reporting.
- Assist in the selection and appointment of third party professionals and service providers and deliver team reporting and compliance obligations.
- Support Real Estate Director and AM in designing and implementing work-out and disposal strategies for individual assets and portfolios.
- Analyse borrowers' financial statements, business plans and workout proposals.
- Prepare financial models for comparison of sale/workout strategies, including NPV analysis for each available option.
- Maintain and prepare reports for internal and external sources on asset management and disposal status.
- Liaise with borrowers and joint venture partners to obtain property and market information and documentation and information needed in connection with formulating workout and disposal strategies.
- Work closely with colleagues in Primary and Special Servicing teams in the production of above mentioned property related strategies/reports.
- Underwriting of prospective alternative exit strategies.
- Read and abstract legal and CMBS documentation as required.
- Inspect property assets with colleagues and attend off-site meetings as required.
- Prepare Monthly ASR's and Quarterly Reporting.
- Liaise with Compliance Team and prepare Confidentiality Agreements for third-party service providers.
- Draft Credit Committee papers and recommendations.
- Produce Financial Memos, Property Inspection Reports, Asset Management Reports and Sales Update Reports.
- Checking interest statements and producing redemption statement calculations.
- Liaising with LPA receivers to produce quarterly reporting and help manage the cash flow from assets.
- Review quarterly tenancy schedules and arrears schedules using a covenant model to calculate quarterly ratios.



You will possess the following:

- Knowledge of the UK and European Real Estate Markets.
- Experience gained in the Real Estate Sector.
- Finance or Real Estate related degree from a recognised institution.
- Knowledge and understanding of loan documentation and familiarity with monthly (ASR's) and Quarterly IPD Reporting.
- Knowledge and understanding of CMBS transactions.
- Knowledge and understanding of borrower business plans.
- Working knowledge of cash flow analysis and ability to Model NPV scenarios and realisation projections.
- Motivated and detail orientated with the ability to function successfully in a real-estate focused team with little or no supervision.
- Must be able to work, communicate and cooperate with others within a team environment.
- European languages beneficial.
- Must be able to think analytically and rationally and absorb large amounts of financial detail and use this information to help design and implement appropriate real estate strategies.

If you are interesting in applying for this role, please send a cover letter, stating your current compensation and notice period along with your CV to europerecruitment@hatfieldphilips.com. No agencies please.