



Company Details Confidential



#JOB-2454367



85 Pembroke Road, Ballsbridge, Dublin 4, D04  
YN53



No of positions : 1



Paid Position



37.5 hours per week



36605.00 Euro Annually



19/06/2026



17/07/2026

### How to apply

#### Application Method :

Not available



Open your camera app & point here to view this ad online



## Leasing Underwriting Administrator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

The Leasing SME Underwriting Administrator role is a full-time role office based role (37.5 hours per week) in Dublin 4. The successful candidate will deliver sound credit decisions, maintain high underwriting standards, and ensuring a seamless customer and dealer experience.

#### Key Tasks and Responsibilities

Underwrite new business applications within mandate levels ensuring compliance with the Credit Policy.

Calling ICB reports/CCR/ vision net reports/ Experian reports

Make underwriting recommendations to higher mandate holders where mandate level is exceeded.

Check all incoming documentation, ensuring documents have been checked and within the SLA and prioritising pay out to dealers/intermediaries where required.

Ensuring all underwriting conditions have been met prior to pay out (employment confirmed etc.).

Auditing of files on a weekly/monthly basis to ensure all details correct and accurate

Liaise and assist other team members regarding underwriting recommendations and decisions when required.

Provide a fast, efficient, professional and friendly service to all customers and dealers.

Maintain up to date knowledge of the company's products and services.

Cognisance of all applicable regulatory codes as they relate to your daily work activities.

Any other activities as directed by your Manager as the role evolves.

#### Education & Experience Required

Desirable Qualified Financial Advisory (QFA) but must be an Approved Product Advisor (APA) and be willing to keep up to date with CPD hours under the Central Bank's Minimum Competency Code

Experience in a similar leasing underwriting role in Financial Services is essential

A minimum of 2 years hands-on experience using the Sentinel/ Aryza platforms, with a strong understanding of system workflows and loan processing requirement is required

Working knowledge of Central Bank of Ireland regulations, Consumer Protection Code, AML

requirements and other relevant regulatory obligations

Good command of both written and verbal business English

PCF/CF

This role is a controlled function under the Fitness & Probity Standards issued by the Central Bank of Ireland and is also subject to MCC.

CF4-Arranging a financial service for a customer of the Regulated Financial Service Provider.

- **Sector:** financial and insurance activities

#### **Career Level**

- Experienced [Non-Managerial]