

Loan Writer - Mortgage Broking

Position Title	Loan Writer – Mortgage Broking
Employment Type	Full Time
Salary	\$80-90k + Super + Attractive upfront for the deals you bring
Location	Norwest, Sydney
Commencement	Immediate Start
Reviewed By	Partner & People and Culture Manager

About ZINU Capital

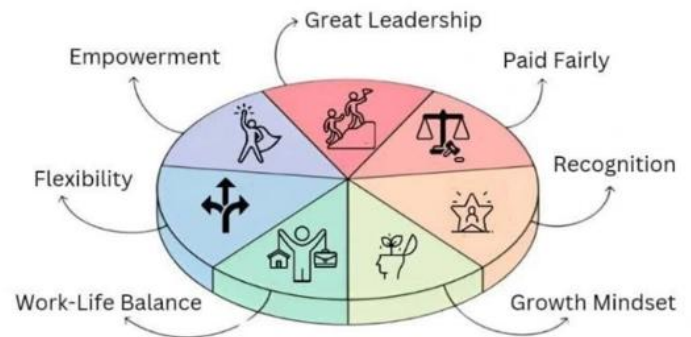
ZINU Capital is a premier mortgage brokerage built at the intersection of strategic accounting expertise and specialist lending advisory. Our integrated approach delivers smart, tax-optimised loan structures that address immediate financial goals while laying the foundations for long-term wealth creation. We partner with individuals and businesses to bring clarity, confidence, and purpose to their financial journey.

We sit within an award-winning accounting practice, which means our clients benefit from a truly holistic perspective — one that most brokerages simply cannot offer. We work hand in hand in building integrity, respect, teamwork and continuous improvement, with a close eye on the well-being of team members. We recognise team members for their leadership at every level, encourage both professional and personal

growth and provide mentorship. Free from negativity, we enjoy regular team building activities, great collaboration and flexibility. Careers thrive here!

Position Purpose

The primary purpose of the Loan Writer – Mortgage Broking role is to support the Partner and Mortgage Broking team in delivering exceptional service to clients. The role will focus on administrative, compliance, and coordination tasks that ensure smooth and efficient operations across the lending process.



Join us and Complete your Pie

Reporting Relationships

Reports to Manager and Partner

Stakeholders

- Partner
- Team
- Clients
- Third party external providers
- Banks / Lenders



How You'll Make an Impact

As a key member of our team, you'll take ownership of the loan process from application through to settlement, ensuring every client experiences a seamless and professional journey.

Your responsibilities will include:

- Preparing high-quality loan applications, credit proposals, and supporting documentation.
- Managing the end-to-end loan process, including lodgements, lender follow-ups, MIRs, approvals, and settlements.
- Liaising confidently with clients, lenders, solicitors, valuers, and other stakeholders to keep applications progressing efficiently.
- Maintaining accurate client records within our CRM and document management systems.
- Monitoring application pipelines, proactively identifying and resolving issues to ensure timely outcomes.
- Preparing reports, spreadsheets, and client summaries to support advisers and business operations.
- Delivering exceptional service while maintaining the highest standards of compliance, confidentiality, and professionalism.

What We're Looking For

We're seeking an experienced Mortgage Loan Writer who is organised, proactive, and passionate about delivering outstanding outcomes for clients.

You'll bring:

- Minimum 2-3 years' experience in mortgage loan writing or mortgage broking support.
- Demonstrated experience preparing and submitting loan applications across a range of residential lenders.
- Strong understanding of lender policies, credit assessment, and the end-to-end lending process.
- Experience managing applications from submission through to settlement, including handling MIRs and lender communications.
- Excellent attention to detail, organisational skills, and the ability to manage multiple files simultaneously.
- Outstanding written and verbal communication skills.
- Experience with Mercury CRM and ApplyOnline (AOL) is highly regarded.



- Proficiency in Microsoft Office, particularly Word, Excel, and Outlook.
- A collaborative mindset with a genuine commitment to providing exceptional client service.

What You'll Receive

- A competitive salary package of \$80,000-\$90,000 + Super (depending on experience).
- Attractive upfront commission on self-generated business.
- A supportive, collaborative, and high-performing team environment.
- Genuine opportunities for career progression and professional development.
- Exposure to both mortgage broking and broader financial strategy services.
- Modern offices in the heart of Norwest, Sydney.
- The opportunity to play a meaningful role in a growing business where your contribution is recognised and valued.