



## JOB PROFILE

Job Title:	Investments Administrator
Department:	Investments Ltd – Financial Investments
Accountable to:	Compliance and Administration Manager

### Job Purpose:

To conduct all aspects of investments administration, including trading, settlements, reconciliations, corporate actions, reporting and client contact. To contribute to investment management, investment analysis and internal projects.

### Main Duties:

- Setting up new client accounts and maintaining accurate and up to date client records
- Action trades as set out by the Chief Investment Officer
- Reconciling the trades booked on a daily basis and ensuring contract notes are sent out to clients
- Day to day administration of portfolios
- Daily and monthly cash and asset reconciliations
- Liaison with custodians, stock brokers and other third party providers as well as IFAs
- Dealing with enquiries from advisers and clients
- Regular reporting of client portfolios
- Fund performance monitoring and reporting
- Calculation of monthly and quarterly income for departmental and accounting purposes
- Reporting of ISA dealing to HMRC
- Assisting with and contributing to investment management and investment analysis process
- Assisting with projects relevant to the department

### Skills:

Highly organised  
Attention to detail  
Good communication skills  
IT literate  
Ability to work under pressure  
Team player

### Qualifications:

CISI IAQ or IMC Part 1 or any other financial services qualification would be an advantage

### Experience:

Strong investment administration background is essential with minimum three years experience  
Other experience in financial services would be a distinct advantage