

## Settlement Administrator

<b>Company</b>	Walker Crips Investment Management Ltd
<b>Job Title</b>	Settlement Administrator
<b>Department</b>	Operations
<b>Type</b>	Full time Permanent
<b>Location</b>	Romford
<b>Salary</b>	Dependant on experience
<b>Closing Date</b>	27/08/2021

### Objective

To be a primary point of contact for all aspects of transaction settlement.

To assist clients, associates and investment managers with any settlement related issues.

To become a key supportive player and actively acts as a cover when required.

### Key Accountabilities/Responsibilities

- EUI (Crest) electronic settlement;
- Processing of Residual & physical settlements;
- Unit Trust processing (electronic & physical);
- Daily reconciliation of processing of Unit Trust transactions;
- Legal documentation and probate processing;
- Monitor firms outstanding open bought and sold positions;
- Liaison with Company Registrars and Market Makers;
- Creating TT/BACS payments;
- Ad hoc administrative duties as instructed; and
- To undertake any additional duties as and when requested by the Line Manager/Director.

### Education & Experience

- A Levels standard or equivalent i.e. professional qualification with the Chartered Institute for Securities and Investment (CISI), Investment Operations Certificate is desirable;
- Minimum 1 year experience of working in Financial Services and within a settlement/custody environment; and
- Knowledge in International Settlement is desirable but not essential.
- Good knowledge in Microsoft Office applications for example excel, word is essential;

**Person Specification**

- Good communication skills, both verbal & business writing; and
- Attention to detail, strong focus on accuracy of information and numeracy ability.