

## Investment Manager Assistant

<b>Company</b>	Walker Crips Investment Management Ltd
<b>Job Title</b>	Investment Manager Assistant
<b>Department</b>	Investment Management
<b>Type</b>	Full time Permanent
<b>Location</b>	Birmingham
<b>Salary</b>	Dependant on experience
<b>Closing Date</b>	Open until filled

### Objective

To assist the investment managers in the day-to-day organisation.

To assist in the investment management and development of clients, pension funds and other investment portfolios, ensuring that all tasks are completed.

### Key Accountabilities/Responsibilities

- General Filing and Administrative Duties;
- Producing Departmental statistics both monthly and for departmental meetings;
- Liaising with, and maintaining records of documentation sent to FOTA (Back Office);
- Liaising with company registrars to verify stock holdings;
- Assisting with any client queries in a timely manner;
- Ensuring compliance with client-suitability, and other internal company procedures, including uploading correspondence documentation to in-house digital "Filewalker" database;
- Ensuring compliance with FCA rules and guidance;
- Carrying out trades on an execution only basis as instructed by clients or for advised clients as instructed by the relevant account manager;
- Attending regular or ad hoc company and compliance presentations and client meetings as required;
- Undertaking continual professional development through training as required;
- Undertake and perform additional duties/projects (in addition to normal duties) as required by the Group and or senior management;
- Report to Line Manager/Director any information that would be reasonable to assume it is of material significance.

## Education & Experience

- Ideally a new Graduate but minimum education to A Level standard;
- Working knowledge of Word, PowerPoint;
- Proficient in EXCEL; and
- CISI (Level 4) Investment Advice Diploma (Securities), or willing and able to complete the qualification within one year.

## Person Specification

- Familiarity with financial data systems (Bloomberg, FactSet etc);
- Ability to communicate face to face, on telephone and in writing externally with clients, and with front office and FOTA (Back Office);
- Strong analytical skills with the ability to make appropriate decisions and understand consequences within a regulated environment;
- Able to work under pressure and with a degree of day-to-day autonomy;
- Excellent organisational skills, timekeeping and attention to detail;
- Capable of taking responsibility for their own work and actions and can show initiative and resourcefulness.