

## Corporate Actions Administrator

<b>Company</b>	Walker Crips Investment LTD
<b>Job Title</b>	Corporate Actions Administrator
<b>Department</b>	Corporate Actions
<b>Type</b>	Full time Permanent
<b>Location</b>	Romford
<b>Salary</b>	Dependant on experience

### Objective

Processing corporate actions and supporting the investment management team.

### Key Responsibilities

- Identify all voluntary and mandatory Corporate Actions and notify Clients and Portfolio Managers;
- Instruct multiple custodians on voluntary Corporate Actions;
- Verify and Process Corporate Actions including rights issues, open offers, redemptions, and bonus issues. Scheme of arrangements, conversions, takeovers and various others.
- Ensure client valuation and custody records are accurately updated;
- Process IPO and Book builds;
- Proxy voting;
- 793 and SRD II disclosures.

### Education & Experience

Minimum two years' experience in Corporate Actions, Dividends or Reconciliations with a Wealth Manager, Stockbroker or Global Custodian.

## Person Specification

- Highly numerate;
- Able to work under pressure and use own initiative;
- Ability to prioritise and manage own time effectively;
- Excellent communication skills;
- Good knowledge of Word and Excel;
- Experience in processing Corporate Events via Crest;
- Handling telephone queries and taking messages.