

Settlement Administrator

Company	Walker Crips Investment Management Limited
Job Title	Settlement Administrator
Department	Operations
Type	Full time Permanent
Location	Romford
Salary	Dependant on experience

Objective

- To manage the settlement of Unit Trusts, UK Equities and International Trades;
- To validate and process market trades and act as a primary point of contact to assist associates and investment managers with settlement related issues;
- To become a key supportive player and actively acts as a cover when required.

Key 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;
- Professional qualification with the Chartered Institute for Securities and Investment (CISI), Investment Operations Certificate is desirable but not essential;
- Minimum 1 year experience of working in Financial Services Back Office;
- Knowledge in UK and International Settlement is desirable;
- Knowledge in Anti-Money Laundering and CASS is desirable; and
- Good knowledge in all Microsoft Office applications.

Person Specification

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