

Dividends Administrator

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

Objective

To ensure all UK and overseas dividends due and payable are processed accurately and in a timely manner.

Key Responsibilities

Nominees and ISA dividends:

- Process all dividends cash, accumulation and reinvestments on a timely basis;
- Ensure tax vouchers are received and actioned from the various custodians & registrars;
- Have the ability to investigate and resolve dividend exceptions;
- Be responsible for issuing/chasing those clients who should have a W8 & NR301 in place;
- Be able to instruct FXs and process to clients' accounts;
- Be responsible for banking dividend cheques;
- Be able to use the in-house reconciliation tool Groupit for outstanding cash & unit differences;
- Raise enhancements and changes to improve current processing;
- Able to write and update procedures; 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 CREST / HSBC is desirable;
- Knowledge in Anti-Money Laundering and CASS is desirable; and
- Good knowledge in all Microsoft Office applications such as Excel, Word.

Person Specification

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