

## Share Dealing Assistant

<b>Company</b>	Walker Crips Investment Management Limited
<b>Job Title</b>	Share Dealing Assistant
<b>Department</b>	Share Dealing
<b>Type</b>	Full time Permanent
<b>Location</b>	London
<b>Salary</b>	Depending on experience

### Objective

Manage execution-only dealing and associated administration within Share Dealing team and be focused on providing and producing a high level of service whilst driving innovation, efficiencies and quality execution.

### Key Responsibilities

- The candidate should have a strong interest and knowledge of financial markets and instruments
- To assist in ensuring that data maintained on behalf of clients is up to date and that adequate records are maintained
- To maintain an in-depth knowledge of the services offered to clients by the company for portfolio maintenance
- To assist in minimising the incidence of failed trades, bad debts and trading errors and assist in the timely chasing of all outstanding settlement items
- To attend regular or ad hoc company presentations/meetings as required
- Liaise with Registrars and the Back-Office Team
- Provide constructive input to idea flow
- To process deals to Contracts Department and check the resulting Contracts for accuracy
- To undertake ad hoc project work and research
- To ensure that internal rules and procedures are adhered to and that at all times, strict compliance with the regulator's rules occurs
- Ensure that information provided is clear, fair and not misleading
- To undertake continual professional development through training
- Execution of multi asset classes including Equities (UK & Overseas), Fixed Interest, FX, and packaged products
- Accurate and timely execution of stated asset classes
- Build and maintain client relationships
- Build and maintain broker relationships
- Manage, coordinate and deliver a comprehensive range of administrative services, including processing of applications, transfer requests, any client query

## Education & Experience

- Bachelor's/Master's Degree is preferable
- Level 4 qualification – IAD
- Knowledge of and interest in investment and investment products is essential
- Extensive computer skills, MS Office suite, Google suite

## Person Specification

- Interpersonal skills: Good interpersonal skills in handling clients and colleagues alike. To work effectively as part of a team.
- IT/Organisational skills: Good organisational skills, excellent timekeeping, attention to detail and self-discipline, thorough knowledge and experience of Microsoft Office products.
- Judgment & Analysis: Has the ability to assess information, review options, make appropriate decisions and understand consequences within a regulated environment.
- Resilient and able to work in a fast paced, pressurized environment is paramount.
- Initiative: Capable of taking responsibility for own work and actions and can show initiative and resourcefulness. A self-starter able to work with a degree of day-to-day autonomy.
- Communication: A high level of written and verbal communication skills and the ability to communicate well at all levels in a clear, appropriate and timely fashion combined with the ability to prioritise workload.