

Corporate Actions Manager

Company	Walker Crips Investment Management Limited
Job Title	Corporate Actions Manager
Department	Operations
Type	Full Time
Location	London
Closing Date	Open until filled

Objective

The prime requirement of this role is to manage the Corporate Actions team ensuring Corporate Actions and Events are processed efficiently, meticulously and in accordance with the specified deadlines.

Key Responsibilities

- Oversee the daily running of the Corporate Action team, managing the lifecycle of all events such as Rights issues, Open offers, Redemptions, Bonus Issues, Scheme of Arrangements, Conversions, Takeovers, IPO/Placings, AGM & Proxy Voting, S793 & SRDII etc. and ensuring clients are informed ahead of deadlines
- Ensuring adequate controls are in place to handle responses and queries from all Retail & Institutional clients and carry out their instructions accordingly
- Dealing with enquiries from Investment Managers and liaising with Custodians to provide updates on Corporate Events
- Accurately entering and maintaining records on Internal Systems
- Preparation of MI for Monthly Management meetings
- Preparation of OI return to the Inland Revenue
- Reconciliation of US income for filing annual US Tax Return to the IRS
- Drafting of departmental procedures and ongoing ownership of those procedures
- Challenge existing processes and recommend and implement changes, resulting in improving service quality, process efficiency and reduction in risk
- To ensure that your knowledge of impending changes within the industry, whether regulatory or technical are at a level to fulfil all of the above
- Participation in key departmental projects and undertake any additional Operational tasks when requested by the Line Manager/Senior Management

Education & Experience

- Prior experience Managing/Supervising a Corporate Actions Team within a financial institution is essential
- Experience using the CREST system and a good understanding of using Custodian services
- Very good understanding of the current Regulatory environment & CASS rules
- Excellent knowledge of Outlook, Excel and Word
- Prepared and able to learn a number of systems
- Working to tight deadlines under pressure
- Willing to share knowledge effectively and show a flexible work approach within a team
- Self sufficient with the ability to prioritise and multitask
- Experience working within a Dividend Team is desired but not essential

Person Specification

- Self-starter with a dynamic, proactive and "can do" attitude
- Highly organised with a very strong attention to detail, with particular focus on accuracy and numeracy ability
- Confident and approachable
- Be able to work effectively during pressure periods while prioritising and multi-tasking Ability to react to events decisively and effectively and suggest innovative solutions to problems