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| Company | Walker Crips Investment Management Limited |
| Job Title | Investment Administrator |
| Department | Investment Management |
| Type | Full Time |
| Location | London |
| Salary Range | Dependent on experience |
| Closing Date | Open until filled |

Objective

To assist in providing administrative support to the Investment Manager

Key Responsibilities

- To assist in the day-to-day management of a designated bank of Investment Manager's clients;
- To work with and report to the Senior Assistant on the team and provide back up to Account Executives and develop a working relationship with their clients;
- Setup of New Clients;
- Answer telephones, speak with clients in a polite and respectful manner;
- To ensure all administration incorporates efficient recording and checking of any client detail changes;
- To act on email instructions received from clients;
- To take client orders/instructions, execute and book them. In due course, be able to advise clients on what our views are;
- 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 provide clients with all relevant information in a timely manner, as long as the timing of that information is within the control of the individual;
- Ensure that information provided is clear, fair and not misleading;
- To monitor client portfolio's and chase up any client debits, ensuring that client portfolios are managed within agreed;
- 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 particularly Continued Professional Development;
- To ensure that adequate back up is maintained when required during periods of absence due to lunchtimes, holidays, sickness etc.;
- Collate Valuations bi annually and when necessary and to assist in the calculation of fee invoices to send with the client valuations;
- To assist the Team in the collation of Know Your Client (KYC) and Money Laundering documentation and maintain an up-to-date knowledge of stock market activity and events;
- To assist with written communication to clients, accountants, solicitors and other professionals with regard to client holdings, and in due course personally handle these activities;
- Liaise with Registrars and the Back-Office Team;

- Assist with Scanning and Filing;
- Maintenance of Dealing Book;
- Provide constructive input to idea flow;
- Compilation of performance figures against benchmarks;
- To prepare Investment Performance Reports for the Account Executive, provide analysis and check for accuracy;
- Providing accurate valuations for the Account Executive ahead of client meetings;
- To process deals to Contracts Department and check the resulting Contracts for accuracy;
- To undertake ad hoc project work and research and help promote cost efficiency within the company.

Education & Experience

- Bachelor's/Master's Degree;
- Knowledge of and interest in investment and investment products is essential;
- Sound understanding and up to date knowledge of the regulatory environment is desirable;
- To ensure that internal rules and procedures are adhered to and that at all times, strict compliance with the regulator's rules occurs;
- To undertake continual professional development through training;
- Extensive computer skills, MS Office suites, 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.