

Company	Walker Crips Investment Management Limited
Job Title	Nominees and ISA Administrator
Department	Operations
Type	Full Time
Location	London
Salary Range	Depending on experience
Closing Date	Open until filled

Objective

To organise and process the transfer of client portfolios between external and internal parties, both in specie and in cash.

To process ISA/JISA/CTF Subscriptions to client accounts and ensure all cash items are reconciled and maintained ahead of HMRC reporting.

Key Responsibilities

- Liaising with Market Counterparties to Transfer Client Portfolios held in GIA, ISA, JISA, CTF, SIPP & Structured Products
- Accurately entering and maintaining records on Internal Systems
- Dealing with enquiries from Investment Managers and liaising with Custodians to provide updates on transfers
- Accurately record and provide regular Stats to Line Manager
- Processing Internal account stock movements including Intra-Spouse Gifts, Deceased Estates, APS & CGT liable Transfers
- Monitor failed Reportable Transfers and ensure they are fixed and reinstructed in accordance with MIFID II requirements
- Handling certificates and other paper-based Re-registrations, including Dematerialisations and Stock Withdrawals (both UK & Overseas)
- Processing New ISA/JISA & CTF Subscriptions
- Handling email traffic and telephone queries from both Internal & External sources
- Run and distribute Tax Addendums and Managed Packs
- 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
- Participation in key departmental projects and undertake any additional Operational tasks when requested by the Line Manager/Senior Management

Education & Experience

- Knowledge and Experience in Investment Operations, nominees, ISA, JISA, CTF is essential
- Knowledge of and interest in investment and investment products is essential
- Extensive computer skills, MS Office suites, Google suites

Person Specification

- Self-starter with a dynamic, proactive and "can do" attitude
- Strong written and verbal communicator both formally and informally
- Confident and approachable
- Highly organised with a strong attention to detail, with particular focus on accuracy and numeracy ability
- 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