

Valuations and Portfolio Performance Administrator

Company	Walker Crips Investment Management Limited
Job Title	Valuations and Portfolio Performance Administrator
Department	Operations
Type	Full time Permanent
Location	London
Salary	Depending on experience

Aim & purpose of the role

To ensure the price and performance data of Securities are accurate on the in-house systems while also offering assistance and support to Investment Managers with general issues and queries. To also administer and maintain all derivative client trade settlement for Walker Crips Investment Management Limited (WCIM).

Key accountabilities/responsibilities

- To ensure all Securities are pricing correctly for daily valuation purposes
- Actively liaise with Investment Managers, Dealers and External Software Providers to resolve any issues and queries with in-house systems
- Cost Disclosure reporting
- Prepare and distribute probate valuations
- Administration of clients and WCIM accounts relating to CFDs and Traded Options
- Generate the daily Oversale report and pro-actively liaise with relevant parties to ensure all items are resolved
- Prepare and produce diarised valuations•Monitoring the 10% Depreciation report and liaise with relevant parties to establish any in-house reasons and implement any preventions where necessary
- Investigate and manually update any stocks which fall outside of the price files
- Run global system events to accurately update corporate actions to client accounts
- Challenge existing processes and recommend and implement changes, resulting in improving service quality, process efficiency and reduction in risk
- Drafting of departmental procedures and ongoing ownership of those procedures
- Participation in key departmental projects and undertake any additional operational tasks when requested by the Line Manager/Senior Management

Personal specification & skills

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

Education & experience

- Prior experience working within a financial institution, preferably in Investment/Wealth Management
- Strong working knowledge of Microsoft Excel and Word
- Understanding of benchmarking, modelling and weighting of portfolios • Knowledge of the following asset classes; Equity, Fixed Income, ETFs and Investment Trusts
- Comfortable working independently and as part of a team
- Willing and able to learn a number of systems
- Working to tight deadlines under pressure
- Good team worker sharing knowledge effectively and showing a flexible work approach
- Understanding of the current regulatory environment