

Company	Walker Crips Investment Management Limited
Job Title	Transaction Reporting Administrator
Department	Operations
Type	Full Time
Location	London
Salary Range	£00,000 - £00,000
Closing Date	Open until filled

Objective

To ensure all reportable transactions are sent successfully to FCA on a daily basis and resolve any errors

To perform daily, monthly and annual reconciliation of trades against transaction reports from the regulator

Key Responsibilities

- Monitor transactions in Portfolio for warnings and errors relating to Decision makers and executors
- Liaise with the Data Input and Contracts Departments to ensure transactions are sent promptly and with correct data
- Upload all transaction reports to Unavista each day and monitor and resolve rejections
- Reconcile all transactions which are reportable against those that have been accepted by FCA to ensure we have reported all
- To gain a good understanding of client and stock databases and their effects on trade and transaction reporting
- 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

Education & Experience

- Work experience within an Investment Management Operations environment desirable
- Advanced Excel skills essential
- Comfortable working independently and as part of a team
- Reconciliation experience desirable
- 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
- Excellent organisational and planning skills
- Understanding of the current Regulatory environment

Person Specification

- Strong written and verbal communicator both formally and informally
- 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