

## Corporate Actions Administrator

<b>Company</b>	Walker Crips Investment Management Limited
<b>Job Title</b>	Corporate Actions Administrator
<b>Department</b>	Operations
<b>Type</b>	Full time Permanent
<b>Location</b>	St Paul's, London
<b>Salary</b>	Dependant on experience
<b>Closing Date</b>	Open until filled

### Objective

The prime requirement of this role is to ensure the accurate and timely processing of both mandatory and voluntary Corporate Actions. Also providing support to the Investment Managers and clients while liaising with various custodians.

### Key Responsibilities

Duties could include, but are not limited to, the following:

- Identify and process all Corporate Actions 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
- Process IPO and Book Builds
- Dealing with enquiries from Investment Managers and liaising with multiple Custodians to reconcile and provide updates on Corporate Events
- Accurately entering and maintaining records on Internal Systems
- Ensure client Valuation and Custody records are accurately updated and in a timely manner to comply with CASS rules
- 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

### Person Specification/Skills

- 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
- 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

- Minimum 2 years' experience working in a Corporate Actions Team within a financial institution
- Understand and interpret complex Corporate Action documentation
- Good knowledge of Outlook, Excel & Word
- Prepared and able to learn a number of systems
- Experience using the CREST system and a good understanding of using Custodian services
- 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