

Investment Assistant

Company	Walker Crips Investment Management Limited
Job Title	Investment Assistant
Department	Investment Management
Type	Full time Permanent / Possible graduate position
Location	Newbury
Salary	Dependant on experience
Closing Date	Open until filled

Aim and purpose of the role

To assist in building, maintaining and developing a profitable bank of Private Clients by providing administrative support to the Account Executives.

Key Responsibilities

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

- To assist in the day-to-day management of a designated bank of clients for the Account Executives.
- To work with, report and provide back up to the 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, this could lead to being 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.
- Parameters.
- To maintain an in-depth knowledge of the services offered to clients by the company for managing their portfolios.
- To provide clients with all relevant information in a timely manner.
- 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 parameters/timeframes.
- 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 aimed CPD.
- To ensure that adequate back up is maintained when required during periods of absence due to lunch times, 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 KYC and Money Laundering documentation and maintain an up-to-date knowledge of stock market activity and events.
- Skilful manipulation/comprehension/use of Excel, Word and PowerPoint.
- 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 assist in the research and analysis of both existing and potential holdings for client portfolios.
- To undertake ad hoc project work and research and help promote cost efficiency within the company.
- It is your duty to report to your line manager any information which it would be reasonable to assume would be of material significance.
- Dealing with any other roles the Director deems necessary.

Person Specification/Skills

- Interpersonal skills – good inter personal skills in handling clients and colleagues alike. To work effectively as part of a team.
- Good organizational skills, excellent timekeeping, attention to detail and self-discipline, thorough knowledge and experience of Microsoft Office products.
- 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.
- 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.
- 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.

Education & Experience

- Knowledge of and interest in investment and investment products.
- Gain an understanding and up to date knowledge of the regulatory environment.
- Extensive computer skills.
- It would be useful if the applicant had a degree of secretarial/administration skills, to assist with typing letters and maintaining diaries/appointments.
- 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.