

## Investment Assistant

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

### Aim and purpose of the role

To provide comprehensive assistance and administrative support to the Investment Manager/Director, to help build, maintain and develop a profitable client base. To provide factual advice to clients, and refer any queries for investment advice to the Investment Manager.

### 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.
- To work with and provide back up to Investment Managers and develop a working relationship with their clients.
- To compile investment reports for client portfolios, summarising portfolio performance and activity.
- Assisting in the writing of the quarterly Markets Review – detailing markets performance and the underlying themes affecting global equity and bond markets.
- Dealing in equities and bonds for client portfolios – under the guidance of line manager, and ensuring timely settlement of bargains and completing Memoranda of advice.
- Monitoring news flow and performance of client portfolio holdings and informing Investment Managers of any noteworthy developments.
- To provide clients with all relevant information in a timely manner and to ensure that information provided is clear, fair and not misleading.
- To maintain an in-depth knowledge of the services offered to clients by the Group.
- Assisting with answering emails, letters and telephone support. Provide desk cover and assisting with the day to day running of the business.
- Assisting with new client account opening forms and overseeing their inception.
- To assist the Team in the collation of KYC and Money Laundering documentation.
- To assist in ensuring that data maintained on behalf of clients is up to date and that adequate records are maintained.
- Assisting with completion of Dealing Slips and client orders and check the resulting Contracts for accuracy.
- Maintenance of Dealing Book.
- Liaise with Registrars and the Back-Office Team.

- 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 ensure that adequate back up is maintained when required during periods of absence due to lunchtimes, holidays, sickness etc.
- Assisting with the preparation and formatting of client letters and portfolio reviews.
- To prepare quarterly Investment Performance Reports to clients in a timely manner.
- Compilation of performance figures against benchmarks for half yearly client valuation letters to send to clients in a timely manner.
- Preparation of consolidated tax vouchers and CGT reports for dispatch to clients in a timely manner and recording onto spreadsheet.
- To assist with the preparation of written communication to clients, accountants, solicitors and other professionals with regard to client holdings, and in due course personally handle these.
- Provide accurate valuations for the Account Executive ahead of client meetings.
- Provide constructive input to idea flow.
- Maintain client files (scanning and Filing).
- Skilful manipulation/comprehension/use of Excel, Word (including mail merge) and PowerPoint.
- Keep an up-to-date knowledge of stock market activity and events and maintain the research and strategy files.
- Attend regular or ad hoc company and compliance presentations and client meetings as required.
- Ensure that the internal rules and procedures are adhered to and that at all times, strict compliance with the regulator's rules occurs.
- Undertake continual professional development through training, as and when required.
- To undertake ad hoc project work and research and help promote cost efficiency within the company.

## Person Specification/Skills

### Interpersonal skills:

Good inter personal skills in handling clients and colleagues alike. To work effectively as part of a team and maintain a high standard of professionalism and personal integrity at all times.

### IT/Organisational skills:

Good organizational skills, excellent timekeeping, attention to detail and self-discipline, thorough knowledge and experience of Microsoft Office products particularly Word, Mail Merge programs, Excel and Power Point. Proficient typing skills with speed and accuracy.

### Judgment & Analysis:

- 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.

### Initiative:

- 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.

### Communication:

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 is essential.
- Sound understanding and up to date knowledge of the regulatory environment.
- Have gained or be able to gain securities institution qualifications (regulated status). May be required to attain approved person status with the FCA.
- Extensive computer skills.