

## Nominee and ISA Administrator

<b>Company</b>	Walker Crips Investment Management Limited
<b>Job Title</b>	Nominee and ISA 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

To organise and process the transfer of client portfolios between external and internal parties, both in specie and in cash.

To process ISA/JISA/CTF Subscriptions to client accounts and ensure all cash items are reconciled and maintained ahead of HMRC reporting.

### Key Responsibilities

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

- Liaising with Market Counterparties to Transfer Client Portfolios held in GIA, ISA, JISA, CTF, SIPP & Structured Products
- Accurately entering and maintaining records on Internal Systems
- Dealing with enquiries from Investment Managers and liaising with Custodians to provide updates on transfers
- Accurately record and provide regular Stats to Line Manager
- Processing Internal account stock movements including Intra-Spouse Gifts, Deceased Estates, APS & CGT liable Transfers
- Monitor failed Reportable Transfers and ensure they are fixed and reinstructed in accordance with MIFID II requirements
- Handling certificates and other paper-based Re-registrations, including Dematerialisations and Stock Withdrawals (both UK & Overseas)
- Processing New ISA/JISA & CTF Subscriptions
- Handling email traffic and telephone queries from both Internal & External sources
- Run and distribute Tax Addendums and Managed Packs
- 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
- Strong written and verbal communicator both formally and informally
- Confident and approachable
- Highly organised with a 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

- Prior experience working within a financial institution, preferably in Investment/Wealth Management
- Knowledge of the following asset classes; Equity/Fixed Income/ETF/Investment Trusts
- Experience using the CREST system is desirable
- Understanding of the current Regulatory environment
- Good knowledge of Outlook, Excel & Word
- Prepared and able to learn a number of systems
- 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