

Company	Walker Crips Investment Management Limited
Job Title	Transaction Reporting Administrator
Department	Operations
Type	Full Time
Location	London
Salary Range	Dependent on experience
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