Role profile

Role title	Investment Administrator	
Reporting to	Sam Wright	
Team	Investment Management Team (Bristol)	
Division	IWI Investment Management	
Key relationships		
Regulatory status	Certified person (CP): ☐ Yes ☒ No	
If CP, please confirm: (i) The type of certified function(s) performed For guidance see *Role descriptions – help with defining Certified Persons*	Please tick as many as applicable:	☐
	Material Risk Taker (MRT)	☐
	Client-dealing function	☐
	Requires FCA qualification	☐
	Supervisor/manager of a CP	☐
Qualifications		
(ii) Mandatory professional qualifications and exams (required for the role)	N/A	
Team description	This is an exciting opportunity to join an experienced team which supports 5 Investment Managers who provide wealth management services for individuals, families, pensions, trusts, offshore structures and charities.	
Description of role and key responsibilities	**Main tasks** • Carry out full range of administrative duties to support the investment team as a whole. • General assistance to Investment Managers, answering phones, taking and passing on messages for other team members. • Distribute and respond, as appropriate, to internal correspondence and e-mails. • Liaise with Investment Managers, other administrators and Settlement areas as necessary. • Develop knowledge of, and comply with, all regulatory and organisational requirements / procedures. • Proactively develop familiarity with all aspects of client administration.	

	Role specific tasks Carry out the full range of administrative for each investment manager where required. This would include: • Working with the Investment Managers to request and obtain necessary account opening documentation such as AML documents and trust deeds in a format that meets regulatory requirements. • Setting up new client accounts, including ensuring that all aspects of static data such as reporting and fee arrangements have been correctly and accurately applied. • Liaising with third parties to arrange the transfer in and out of assets as required. • Arranging both ad hoc and regular payments. • Ensuring amendments to static data such as bank details, trustee details and addresses are correctly applied. • Arranging online access for clients and their advisers. • Responding to requests for historic information and portfolio data, ensuring that appropriate authorities are in place for the provision of that information. • General administration duties to support the investment team answering phones, taking and passing on messages for them and other team members. • Assisting in the timely preparation and dispatch of adhoc reports and valuations. • Maintain up to date knowledge of regulatory and organisational requirements / procedures at all times.
Core skills and knowledge	**Core skills and knowledge** • Relevant administrative experience in a Private Client or Financial Services environment. • Proactive, naturally efficient and organised with a sense of pride in completing tasks to a high standard with consistency. • Competent at working to deadlines and managing own time. • Flexible attitude to work in response to changing workloads and deadlines within the team. • Exceptional focus on attention to detail. • Good numerical skills. • Highly IT literate with an ability to learn new systems. • Excellent working knowledge of Microsoft Office Word, Excel and PowerPoint. • Excellent interpersonal skills with the ability to communicate effectively with Investment Managers and clients. • Excellent telephone manner.
Any other attributes that would be helpful, but not essential for the role.	• Individual who can work as a team or independently, and is willing to put in additional hours, if necessary, to meet deadlines. • Reliable and enthusiastic individual with a strong sense of integrity. • Strong interpersonal skills.

This role description accurately reflects the key responsibilities and associated skills, knowledge and attributes required for to perform this role at this time. It is the responsibility of the employee and manager, to update this profile, (and store against the employee's record), as responsibilities, required skills and knowledge changes.