

JOB HOLDER:



Job Description

Job Title:	Investment Administrator
Department/Office:	Private Client Team / Exeter
Reporting to:	Head of Investment Administration
Responsible for:	n/a
Brief description of role:	To assist the Investment Administration Team with all aspects of private client investment administration, including use of custodian systems

Under the Senior Managers and Certification Regime you are obliged to adhere to the First Tier of the FCA's conduct rules. Should disciplinary action result from a failure to comply with these rules, then Hawksmoor will be obligated to inform the FCA of any breach.

Main Tasks

To assist the Investment Administration Team and, where appropriate, to provide support for the administration of client and holding's data on the systems, including:

- arranging client ISA subscriptions
- client account set-up and maintenance
- transfer of client assets in and out of nominees
- maintaining client contact databases
- processing client payments
- ensuring that all communication received from clients and investment managers are actioned promptly and efficiently
- dealing with client, introducer and other third party enquiries
- reconciliations between custodian systems

Additional activities

The job holder will be required to perform any additional activities that are relevant to the role, as agreed with management.

Qualifications:	- Educated at least to 'A' level standard (including GCSE English and Maths)
Skills and competencies:	- High degree of numeracy, IT skills - Meticulous attention to detail - Accurate typing skills

Job holder's signature:	Date:
--------------------------------	--------------

Manager's signature:	Date:
-----------------------------	--------------