

JOB HOLDER:

Job Description

Job Title:	Investment Administrator
Department/Office:	Salisbury
Reporting to:	Investment Administration Manager
Responsible for:	n/a
Brief description of role:	To assist the Investment Administration Manager 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 Manager and, where appropriate, to take responsibility for the administration of client and holdings data on the systems, including:

- client account set-up and maintenance
- processing of client payments
- ensuring that all communication received from clients / investment managers is actioned promptly and efficiently
- dealing with client, introducer and other third party enquiries
- reconciliations between custodian and GBIM systems
- organising the transfer of clients' assets

Additional activities

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

Qualifications:	- Educated at least to GCSE level including English and Maths -
Skills and competencies:	- Some experience in investment environment, preferably in investment & nominee administration would be beneficial - High degree of numeracy, IT skills - Meticulous attention to detail - Accurate typing skills

Job holder's signature:	Date:
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Manager's signature:	Date:
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