

Job Description

Job Title:	Investment Administrator
Department/Office:	Operations (Fund & Investment Management)
Reporting to:	Head of Investment Administration
Responsible for:	n/a
Brief description of role:	To assist the Investment Administration Team with all aspects of the administration of the Hawksmoor and MAM private client portfolios, 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 obliged to inform the FCA of any breach.

Main Tasks

- To support the administration of the Hawksmoor and MAM private client portfolios, in particular the administration of client data, including:
 - arranging client ISA subscriptions
 - client account set-up, maintenance and closures
 - transfer of client assets in and out of custodians' nominees
 - maintaining client contact databases
 - co-ordination of responses to corporation action notices
 - processing client payments and fees
 - actioning all instructions received from clients and investment managers promptly and efficiently
 - dealing with client, introducer and other third party enquiries
 - reconciliations between custodian systems
- Follow financial crime and fraud avoidance policies and procedures, including the conducting of client identity checks.
- Stay up-to-date on Consumer Duty training and regulations as they pertain to investment operations and administration. Under manager supervision, consider client needs, treat them fairly, and act in their best interests when executing administrative tasks related to client accounts, payments, transfers, reporting, and queries. Identify any issues relating to client outcomes or foreseeable harm to your manager.
- Demonstrate a commitment to promoting and supporting diversity and inclusion in the financial sector, in line with the FCA's regulatory framework and objectives.

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