

JOB HOLDER:



Job Description

Job Title:	Fund and Model Operations Assistant - FTC
Department/Office:	Fund and Model Operations / Exeter
Reporting to:	Head of Operations (Fund and Investment Management)
Responsible for:	n/a
Brief description of role	To provide a pro-active, efficient and effective support service and administrative assistance to the Fund and Model Portfolio Managers

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

- Dealing for the Funds as and when instructed by Fund Managers and reporting to Funds' external administrators and the FCA where necessary
- Updating investment portfolios and rebalancing clients on investment platforms
- Monitoring client cash balances, raising cash and investing cash on investment platforms
- Checking and updating valuations, prices, dealing and cash transaction records using our own internal systems and external records for the Funds
- Updating and creating various internal spreadsheets monitoring asset allocation breakdowns, yields etc
- Liaising with clients and third parties including completing information requests (asset allocation breakdowns, performance, due diligence questionnaires etc)
- Updating portfolios and running reports on FE fundinfo and Morningstar
- Preparing, printing and binding literature, including factsheets using Morningstar, reports using Microsoft Publisher and presentations using Microsoft Powerpoint
- Reviewing and improving tasks whilst also writing procedures manuals and supporting documentation, as well as providing training when required
- Managing and prioritising tasks in the task list and as received via email
- Following financial crime and fraud avoidance policies and procedures
- Sales and marketing support (including updating and running reports from Salesforce etc)
- General administration support (including answering phone calls, scanning, filing, managing diaries, meeting and greeting visitors etc)

Qualifications	Educated at least to GCSE standard including English and Maths (at least grade B), but preferably to A-level standard (or equivalent).
Skills and competencies	Good communication & inter-personal skills Excellent degree of numeracy Polite and friendly manner Meticulous attention to detail Accurate typing skills Proactive approach and able to work on own initiative Competent in using Microsoft Office
Working hours	Working hours to be flexible but office hours are 08:30 - 17:00.

Additional activities

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

Jobholder's signature:	Date:
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Manager's signature:	Date:
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