

Job description

Job title	Investment Operations Administrator
Reports to	Head of Investment Operations
Location	Basingstoke
Job purpose summary	Complete all back-office administration tasks for the Investment Operations Team.

Key responsibilities and accountabilities

- Place daily trades, transfers and amendments
- Responsible for the setup, daily pricing and management of Investment products
- Report running, analysis and register maintenance
- Quality checking for operations team
- Distribution processing and corporate events
- Document Management and Scanning
- Processing of legal and AML documentation
- Complete complex queries and writing to clients when required
- Oversight of mailings
- Outbound calling when required
- Investment Operations projects and testing
- Overflow for call centre when required
- Assist other operational areas as and when required

Key competencies

- Communication and Influence
- Commercial knowledge
- Planning and Organisation
- Problem Solving
- Control Focus
- Drive for Results
- Customer Service
- Technical Skills and Knowledge

Desirable skills, qualifications and experience

- Experience in investment administration is essential
- Knowledge of investment set up and daily management
- Investment Operations Certificate (IOC) – Preferable but not essential
- Attention to detail
- Ability to analyse reports and provide accurate MI
- Strong Excel skills
- Strong customer focus
- Good telephone manner