

BROOKS MACDONALD GROUP PLC

ROLE PROFILE

Job Title:	▪ Investment Management Administrator
Business Area:	▪ Investment Management Administration
Office Location:	▪ Jersey
Date of Completion of Role Profile:	▪ December 2017
Reports To / Line Managers:	▪ Director – Investment Management Administration
Number of Direct Reports:	▪ N/A
Number of Joint Reports: (if applicable)	▪ N/A
Full-time/Part-time:	▪ Full time

Job Description:	<p>The purpose of this role is:</p> <p>To support the IMA Team and Investment managers, to liaise between the administration and other key relationships as appropriate.</p>
Main Accountabilities:	<p>The main duties of the role (with percentages):</p> <ul style="list-style-type: none"> ▪ Participate and actively engage in the performance management process to attain and maintain competence within your role ▪ Comply and adhere to rules and regulations as stated by the regulator and set out in our internal policies ▪ Personal accountability to identify and minimize or escalate risks when identified in line with our Group risk policy ▪ To support and liaise at the highest level, with the Portfolio Managers, as well as other IMA Teams and Operations in a timely fashion, with minimum administrative issues ▪ Process and on board clients on the return of signed application forms ▪ Monitor new accounts, for new funds and private transfers, calculating initial fees and advising the relevant parties of completion ▪ Assist with the preparation and distribution of, quarterly and monthly valuations and performance where applicable as well as the preparation of presentations and proposals, if required ▪ Distribution of annual tax vouchers and reports ▪ Generation of Annual Reviews and letters, monitor and chase any outstanding and report on a monthly basis ▪ To maintain on-going administrative management of existing clients ▪ Process static data changes, ensuring that the relevant systems are up to date and any documentation is provided ▪ Initiate process and monitor closing accounts, liaising with third party providers and operations ▪ Instruction of Payments, internal transfers and Standing orders and any queries arising ▪ Assist in the process of quarterly fees, check and audit ▪ Answer queries from Clients, Trust Companies and Advisers in a timely manner either by email or phone ▪ Ensuring high standards are met ▪ To successfully communicate and build relationships with external Clients and other team members ▪ To fulfil all levels of compliance procedures to the highest standard

Technical Skills/ Competencies:	Skills required to undertake the role: <ul style="list-style-type: none"> ▪ Ability to understand and take instructions ▪ Exceptional oral, written and presentation skills ▪ Numeracy accuracy ▪ Effective listening skills, good communication and social skills ▪ Proactive, confident, enthusiastic ▪ Self-motivated and able to work without supervision ▪ In depth knowledge of process and procedures within Brooks Macdonald International ▪ Technical ability on Excel, Word, Outlook, Access, Figaro, CRM Dynamics 		
Knowledge and Expertise: (Relating to specialist knowledge and expertise required to undertake the role)	Knowledge required to undertake the role: <ul style="list-style-type: none"> ▪ A sound understanding of the Finance Industry, Investments and regulatory requirements ▪ Adherence to Brooks Macdonald Code of Conduct 		
Experience, Qualifications and other requirements specific to the role	Qualifications and experience to undertake the role: <ul style="list-style-type: none"> ▪ Ideally graduate level or above / or equivalent experience ▪ Able to demonstrate competencies in Microsoft Office 		
Additional details of exceptional aspects of the demands of the role			
Brooks Macdonald Corporate Principle & ethos to be upheld within the role: <ul style="list-style-type: none"> ▪ Client-focused ▪ Principled ▪ People business focus 		Additional Critical Qualities: <ul style="list-style-type: none"> ▪ Motivated ▪ Ability to work with different priorities/needs 	
Agreed by Current Job Holder:	Name:	Signature:	Date:
Agreed by Line Manager:	Name:	Signature:	Date:
Co-signed by HR:	Name:	Signature:	Date: