McInroy & Wood

PERSONAL INVESTMENT MANAGERS

McInroy & Wood Limited – Investment Administrator, New Client Team

A full-time experienced Investment Administrator is required to join our small and well-established new client team based in Haddington, East Lothian.

McInroy & Wood is a thriving and independent private client investment management firm managing over £2.1bn worth of clients' investments, which are invested directly around the world. Housed in its own purpose-built premises in Haddington, with additional offices in London and Harrogate, we are proud of our collegiate approach. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues.

The role

Investment Administrators within the new client team are responsible for ensuring the provision of an effective and efficient onboarding process of all new private clients. They are expected to ensure a high level of service is provided at all times.

Key attributes

The successful candidate will have a meticulous nature, excellent interpersonal skills and will work to a high standard of accuracy. They will be a proactive individual who will work collaboratively to enhance the team's performance.

Responsibilities

Daily:

- Dealing with the onboarding of new clients (all types) and liaising with internal departments, previous managers, custodians, agents etc. as necessary ensuring a high level of service is provided at all times.
- Checking transactions on custodian system for timeliness and accuracy.
- Checking and mailing of 24hrly contract notes to clients and agents as required.
- Responding to client correspondence (telephone/email/mail) within specified timescales and ensuring all requests are dealt with in full.

Regular:

- Checking and distribution of initial valuations and quarterly client reports within regulatory timescales ensuring transactions are valid and review letter is accurate prior to issue.
- Ensuring initial suitability review record is added accurately to system and is a true record of Investment Manager and Client discussion.
- Undertake anti money laundering checks accurately for all client types and connected parties and ensure necessary onboarding documentation is reviewed and saved on systems (for regulatory purposes).
- Validating and processing security and cash transfers for new private client portfolios.
- Calculating and checking provisions for management fees, moving funds between internal accounts following equalisation and dividend payments where required.
- Maintenance of client records in accordance with external and internal standards and regulations ensuring these are accurate and up to date on all systems.
- Dealing with restructures of portfolios ensure assets and cash are transferred accordingly and old portfolios are wound up and closed as per detailed process.

Skills and Expertise required

- Investment administration experience would be advantageous but not essential.
- Good understanding of Maths and English is desirable.
- IOC encouraged.
- Proficient with MS Office software.
- Excellent attention to detail and ability to work to a high standard of accuracy.
- Organisational skills and the ability to meet deadlines and manage multiple tasks.
- Team-oriented with a proactive and flexible approach.
- Good communication, both written and oral.

What we offer

Salary:	Competitive.
Holidays:	25 days per year; increasing to 30 days depending upon time spent with company.
Pension:	Group personal pension scheme, defined contribution. Company contributes 7% of salary p.a.
Healthcare:	Private healthcare insurance.
Life Assurance:	4 x salary Death in Service cover.
Profit Share:	Eligible for firm's profit-share on successful completion of probationary period.

Closing date: 30th June 2022