

McInroy & Wood Limited is a leading independent private client investment manager based in Haddington, East Lothian. We manage £1.8bn of client assets invested globally, and we pride ourselves on our collegiate culture and commitment to building a diverse and high-performing team.

We are seeking a Fund Administrator to deliver core unit trust activities while engaging with key providers and helping strengthen data quality and process efficiency across the team.

Key attributes

The Fund Administrator plays a key role within the Fund Operation team, combining essential day to day responsibilities with engagement across outsourced activities and a strong focus on data quality and continuous improvement. The role ensures accurate and timely delivery of core fund administration tasks while supporting the firm's efforts to enhance operational efficiency and uphold Consumer Duty standards and CASS requirements. A major focus of the role is working closely with the Transfer Agent (TA) and Fund Accountant (FA) to ensure high quality service delivery, robust controls, and accurate investor information. The successful candidate will be naturally curious, confident with technology, and motivated to improve processes, data flows, and reporting. They will be agile and proactive in their approach, comfortable managing deadlines, and able to adapt to a wide variety of tasks. Training, mentoring, and support for relevant professional qualifications will be available.

Responsibilities

- Responding to telephone and email queries from unitholders, advisers, and agents, including managing referrals from the TA and supporting vulnerable customers appropriately.
- Engaging with TA unit-dealing operations and FA pricing activities to ensure accuracy, timeliness, and adherence to SLAs, regulatory requirements, and NAV/pricing deadlines.
- Working to strict daily and periodic deadlines, including those related to NAV/pricing cycles, distributions, and investor reporting.
- Managing incoming correspondence and forwarding items to the TA as required.
- Completing data reconciliations and investigating discrepancies across TA, FA, and internal systems, ensuring records remain accurate and compliant with CASS expectations.
- Supporting the preparation and publication of investor materials, including factsheets, KIIDs/KIDs, application forms, and other fund documentation.
- Coordinating unitholder mailings and ensuring accurate, timely delivery, including time sensitive distribution communications.
- Contributing to the development and improvement of fund administration processes, data quality, and automation opportunities.
- Supporting the production of management information (MI) and contributing to continuous improvement initiatives.
- Participating in internal projects and firmwide initiatives, including regulatory, operational, and system enhancement projects.

Essential Competencies & Skills

- An enquiring mind, with an interest in understanding processes, data flows, and how systems interact.
- Strong attention to detail and ability to work to a high standard of accuracy.
- Good numerical, analytical, and problem-solving skills.
- Proficient in Microsoft Excel; interest in Power BI, Adobe InDesign or other data tools is advantageous.
- Comfortable learning new systems and using technology to improve processes.
- Strong organisational skills with the ability to manage multiple tasks, adapt quickly, and meet deadlines.
- Clear and confident communication skills, both written and verbal.

- Team oriented, proactive, and flexible in approach.
- Commitment to delivering good customer outcomes in line with Consumer Duty

Preferred Competencies & Skills

- Experience in financial services, fund operations, or customer service.
- Understanding of unit trust administration, fund accounting, transfer agency processes, or unit pricing.
- Familiarity with Adobe InDesign or similar tools.
- Interest in automation, data quality, or process optimisation.
- Awareness of regulatory requirements relevant to collective investment schemes.

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. We offer a pension salary exchange arrangement to all active scheme members.
Healthcare:	Private healthcare insurance.
Life Assurance:	4x Death in service.
Training:	All training costs and professional qualifications will be covered by the Company.
Social Commitment:	Opportunity of paid leave for volunteering and charity work.
Workplace:	A friendly, supportive environment in bright and modern office premises. Free on-site car parking with access to an EV charger.
Hybrid Working:	Upon completion of training, there is the opportunity to transition to our hybrid working model, requiring 3 days per week in the office.

To apply

Please send your CV and covering letter of no more than 500 words, explaining why you wish to pursue a career with McInroy & Wood to: recruitment@mcinroy-wood.co.uk.

Please note that we are currently unable to sponsor candidates for this position.

Closing date: Thursday 14 May 2026