

## Operations Assistant Job Spec

An exciting opportunity to join a small, growing investment boutique in a wide-ranging role covering operational aspects of the business. The Operations Assistant role is diverse and requires a range of skills, effective communication, dynamic thinking, good time-management and an eye for detail.

### Roles and Responsibilities

- Reconciling trade confirms and ensuring trades match and settle correctly
- Liaising with brokers and custodians on trade settlements
- Booking trades with the inhouse system
- Assisting Operations Manager with operational issues related to the fund administrator and depositary
- Ensuring SSIs and other broker details are kept up to date
- Assisting with office management
- Processing weekly payment runs
- Handling invoice queries
- Managing group inbox
- Assisting with Compliance and Regulatory obligations
- Assisting Operations Manager with the Audit process
- Ad hoc tasks as required to support the growing team

### The Candidate

- 1-2 years previous operations experience ideally gained within an investment management/trading environment
- Experience of basic accounting admin
- Knowledge of trade settlements (desirable)
- Demonstrates strong numeracy skills
- Proficiency in MS Office - Excel, Word and PowerPoint.
- Excellent written and verbal communication skills
- Team player with hands on approach
- As the role is broad, it is important that the candidate is willing to get involved in multiple parts of the business, be well organised and have a strong attention to detail

### Details

Monday to Friday - 37.5 hours per week

London Location

25 days paid holiday plus bank holidays

Salary – up to £30K depending on experience

Discretionary Bonus

Working from home option available in time