



THORNTONS INVESTMENTS

Job Title: Portfolio Management Administrator

Location: Thorntons Investments Management Ltd (TIML), Dundee

Responsible to: Head of Portfolio Management

Main purpose of the job: To provide administrative support to the Portfolio Management team. The postholder will also be required to liaise actively with key external providers such as AJBell Securities Ltd

Principal Responsibilities and Duties:

1. To process new business accurately and to the agreed procedures for Portfolio Management.
2. To respond to enquiries from each of the fee earning areas in a timely and accurate fashion ensuring we adhere to our service commitments.
3. To have a working knowledge of IRESS, Figaro and other software applications used throughout TIML
4. To update the CRM modules in Figaro, and IRESS to ensure all activity undertaken on the client accounts is reflected.
5. To accurately work to the new business checklist within each area of the TIML business.
6. To have a working knowledge of regulatory matters such as, but not limited to, Money Laundering, best execution, client money rules, market conduct.
7. To adhere to those regulatory requirements and report in a timely fashion where this is not undertaken
8. Input and extract data, including client details and policy information in accordance with the checklist provided.
9. Create and issue mail merges letters to clients as required
10. Respond to requests from Portfolio Managers for information and produce reports accurately and in a timely fashion as required.
11. Provide phone cover where necessary
12. Ensure all client files are maintained accurately and filed as required.
13. Opening and closing files in conjunctions with the TIML process and adhere to money laundering procedures.
14. Internal financial procedures and liaison with the Financial Controller as required.
15. Manage and plan own workload and work within required deadlines.
16. Build and maintain good working relationships with colleagues and management.
17. Work within a team, attend and contribute to team meetings, and deputise and cover for colleagues as is reasonable.

Any other duties: The post holder is expected to carry out any additional duties as appropriate.