



Data Administrator

The purpose of this role is to assist the wider business and our clients with the administration and maintenance of all Ravenscroft's key system data and processing tasks in line with agreed group strategy and policy and ensure compliance with relevant legislation.

KEY RESPONSIBILITIES:

Client Data:

- Work closely with the client services and new business teams to ensure that client records, and therefore output, are accurate
- Creation and population of core client records, from account opening and tax documentation
- Maintenance of core client records as instructed by relationship managers/client services/client administration teams
- Maintenance of reporting contacts for both clients and institutions
- Update and maintain client payment details as instructed
- Timely remediation of data quality issues as identified by exception reporting

Operational Data:

- Setup and maintenance of accounts to core systems
- Setup and maintenance of fee codes, commission rates, tables and tax information
- Setup and maintenance of security master data
- Communicating and helping in streamlining operations processes by liaising with colleagues in different departments

OTHER REQUIREMENTS:

The candidate will:

- Understand that our clients are central to everything that we do
- Have good literacy and numeracy skills
- Have an analytical mindset with strong problem-solving skills
- Have an eye for detail and a proactive and inquisitive mindset
- Have an ability to communicate clearly with colleagues
- Have the ability to use MS Office applications such as Word, Excel, Outlook or similar to a high level of proficiency and for the extraction of data
- Be able to work in a dedicated team to tight deadlines in a busy environment
- Be able to identify and prioritise time-critical tasks