



Junior Investment Administrator

Your main focus is to support the Advisory, Execution and Client Services teams in order to gain an understanding of the Ravenscroft business whilst providing administrative support, with the initial goal of becoming investment qualified.

KEY RESPONSIBILITIES:

- Learn and develop market knowledge and keep up to date with current market and stock events
- Assist with onboarding of new clients
- Assist with day-to-day client administrative and market enquiries but do not provide investment advice
- Assist with obtaining updated KYC/W8 information from clients
- Assist with monitoring of daily overdrafts
- Circulate the market dashboard daily and prepare weekly client circulation
- Circulate daily company news to clients
- Prepare Advisory investment proposals
- Assist with the preparation of 'Reasons Why Notes'
- Assist with the preparation of Discretionary peer reviews
- Attend daily investment calls
- Prepare the monthly Advisory investment meetings and draft minutes
- Monitor the action point register and assist with completing action points arising from Advisory meetings
- Attend company client events
- Attend presentations by companies and fund managers
- Gain a comprehensive understating of the trading process
- Prepare trades for execution in Tercero
- Assist with project work as required
- Keep up to date with all current policies and procedures

OTHER REQUIREMENTS:

- Have a passion for investments and stock markets
- Have strong mathematical and computer skills
- Be willing to undertake study for relevant professional qualifications (CISI Level 4)
- Have a high level of self-motivation, drive and determination
- Have excellent follow-up and tracking skills
- Have excellent communication skills and the ability to work independently and on a team
- Have a pro-active and responsible attitude and the ability to work within strict guidelines whilst still utilising your own initiative
- Maintain professional presentation and conduct
- Ability to prioritise and handle multiple tasks in a changing work environment and work calmly under pressure