

INVESTMENT DEALING TEAM LEADER

BRISTOL

2019



The Role

At Curtis Banks, we believe that a business can only be as successful as the people who work for it. Our commitment to encourage employees to take responsibility for their career, encouraging them and offering opportunities for advancement, is an integral part of our business strategy.

The role of the Team Leader is to support the Investments Director, to ensure that the business operates a robust due diligence process for the take on of investments. The TL supervises their reports to ensure that the department has the required succession planning through knowledge dissemination and skill development. The TL provides the required monthly MI and ensures that the appropriate action has been taken on 1 to 1s, staff appraisals, performance reviews, the identification of staff weaknesses, staff training and coaching and mentoring.

The Team Leader will also:

- Have oversight of tasks, secure messages and team mailboxes, Investment instructions including trades, switches and sweeps. Management of third party custody accounts, corporate actions and regular asset reconciliations.
- Ensure that the required systems and controls are embedded within the team.
- Supervise the team on a day to day basis and ensuring that the team has the required succession planning through knowledge dissemination and skill development.
- Provide any required monthly MI required by senior management
- Promote the culture of continual improvement across the areas of technical understanding and competence, process conformance, process efficiency and productivity.
- Ensure that all department staff are fully trained and conversant with the key administration and support software that is necessary to their role.
- Act on identified errors to ensure that the appropriate measures are taken to eliminate re-occurrence.
- Ensure that staff adhere to all Curtis Banks policies and business requirements.

You will

- Lead by example: give good advice, provide all necessary support to staff, encourage ownership of work, challenge staff to seek continual improvement, be open and honest at all times, share information across the business, respect and value the contribution of others, exemplary attendance record, promote corporate values and ensure own personal actions are in line with corporate objectives and culture.
- Have overall responsibility for team staff to ensure that the work and any task activity is accurately completed to the service standards set by the Company.
- Act as the escalation point within the team for all technical issues.

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- Attend client meetings as and when required and leading these interactions. Act always as an ambassador for the Company.
- Build good relationships with clients and business introducers.
- Where relevant and appropriate, inform Senior Management of specific matters or issues within the department that could potentially impact on clients or investments.
- Ensure the team adhere to deadlines and all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.
- Trouble shoot areas of poor performance and identify effective solutions to resolve issues in the short and long term.
- Continuously monitor processes to ensure they are of high quality and objectives and policies of the Company are consistently met.
- Support the Investment Director to proactively identify, record, mitigate and escalate identified risk in conformance with company processes and procedures.
- Fulfil any other reasonable requirement set by Senior Management of Curtis Banks.
- Ensure that risks to the business and clients are identified, escalated and appropriately managed within the department.

Skills and Experience

- A sound and proven experience within the field of Pension investments administration or dealings.
- Fully understands the data conformance needs of each system and where key data is mastered.
- Able to demonstrate exceptional information security control.
- Able to demonstrate the ability to identify data anomalies and issues and correct them at source or seek guidance as appropriate.

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, 26 days holidays and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...