

Settlements Administrator

We have a full time vacancy for a Settlements Administrator within our Finance department based on the Isle of Man.

Reporting to the Investment Accounting & Settlements Manager, this position is responsible for the inputting and settlement of all investment related transactions across client portfolios in a timely and accurate manner.

The main duties are:-

- Timely and accurate processing of all contract note details relating to investment transactions
- Timely and accurate processing of all settlements relating to investment transactions
- Investigating and chasing of any outstanding contract note and settlements
- Processing and monitoring of fixed deposits, and liaising with the relevant institutions
- Monitoring and clearing of any outstanding bank reconciliation items
- Clearing of outstanding asset reconciliation items
- Liaising with internal and external parties to resolve any settlement issues
- Processing any payments required when money is leaving the company for investment transactions
- Dealing with internal and external queries through telephone and email
- Provide support to the Settlements Manager when required

This position is suited to someone who has a minimum of 2 years experience in a similar role.

The successful candidate will have:

- a good working knowledge of Excel and Word
- knowledge of the trade and settlement process
- demonstrate accuracy especially when inputting data
- ability to cope under pressure whilst meeting tight deadlines
- ability to organise own work to meet these deadlines
- flexible and adaptable attitude

This position is in Band RL3.

If you are interested in this opportunity, please send your CV, together with a covering letter explaining why you would be suitable for this role, via your Line Manager to Karen Wilson, HR.

Closing date for applications is 3 August 2018.