

VACANCY INFORMATION

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| Vacancy type | Work Experience | | Traineeship | |
| Post title | Junior Investment Administrator | | | |
| Number of positions | One | | | |
| Role | Junior Investment Administrator | | | |
| Duration | 4 weeks | | | |
| Location | London, EC3V 9DU | | | |
| Working hours | 9am – 5:30pm | | | |
| Salary | £423 per week, paid monthly (equivalent of £22,000 a year) | | | |
| Any additional payment or financial support available | N/A | | | |
| Job Description | Covered in 'Duties and responsibilities' | | | |
| Duties and responsibilities | <ul style="list-style-type: none"> • Managing the post • Processing cheques • Recording client money • Administration of various account types (GIAs/SIPPs/ISAs) • ISA management: maintaining correct ISA documentation, posting ISA subscriptions, ISA transfer history forms & annual ISA returns • Processing payments • Data entry • Answering customer queries • Fee calculation and processing | | | |
| Desired skills | <ul style="list-style-type: none"> • Have great written and oral communication skills • Be proficient in MS Office, particularly Excel • Be self-motivated, proactive, and calm under pressure • Show a willingness to learn, develop, and take on additional responsibilities when required • Question why things are done and drives change • Be a strong and enthusiastic team player • Have great attention to detail | | | |

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| Desired personal attributes | Covered in 'Desired Skills' |
| Desired qualifications | School / College leaver |
| Desired dress code | Smart casual |
| Future prospects of role / progression opportunities | <p>After the 4 week period, a review of the individual's performance will be undertaken and an offer for a 6 month internship could be made.</p> <p>After the 6 month internship, a further review will be undertaken and the possibility of a full time position could be offered</p> |
| Closing date | Until filled |
| Possible start date | ASAP |
| Additional information | N/A |