

APPENDIX ONE:
Job Description



POSITION TITLE:	Domestic and Foreign Settlements Administrator
LOCATION:	Settlements, Head Office
REPORTS TO:	Settlements Manager

POSITION SUMMARY

The Domestic and Foreign Settlements Administrator is a member of the Settlements Department and has primary responsibility for ensuring accurate and timely payments to Craigs Investment Partners clients and daily foreign currency requirements.

This position requires a high degree of accuracy in both alpha and numeric inputting within set time frames, therefore excellent organisational skills is also a key attribute.

As with all Head Office positions, the Domestic and Foreign Settlements Administrator is a client services role, our clients being all Craigs Investment Partners branches and affiliates.

KEY RESPONSIBILITIES

- Settlement of all New Zealand dollars to clients when due by way of cheque, direct credit or Telegraphic Transfer.
- Settlement of all foreign currency to clients when due by way of cheque / draft or telegraphic transfer.
- Timely actioning of branch enquiries and requests for client payments ensuring that all relevant data is attached for client information i.e. statements / dividend notices.
- Payment of dividends due to clients.
- Any issues relating to client services that are unresolved within two working days must be made known to the Settlements Manager, with all major issues to be advised immediately.
- Provide back up to other Settlements positions where required.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your Manager.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• University entrance• Tertiary qualification in a finance or business related discipline (desirable)
Knowledge/Experience	<ul style="list-style-type: none">• Preferably 1+ years of experience in financial services• Administration experience
Key Skills and Attributes	<ul style="list-style-type: none">• Excellent time management and organisational skills• Proven customer service skills• Strong written and verbal communication skills• High level of accuracy and attention to detail• Self-starter with the ability to show initiative• Intermediate Microsoft Office user (desirable)