

APPENDIX ONE:
Job Description



POSITION TITLE:	Portfolio Reporting Assistant – 12 month Fixed Term
LOCATION:	Portfolio Reporting, Head Office
REPORTS TO:	Portfolio Reporting Team Lead

POSITION SUMMARY

Our Portfolio Reporting team provides key reporting services to our premier clients and to Craigs Investment Partner's (CIP) management. This role encompasses the management of the databases(s) that support the regular and ad-hoc reporting to these premier clients and to management.

This role is responsible for maintaining quality control, ensuring on-time delivery and monitoring of our portfolio reporting system(s) and upholding reliable and accurate databases.

KEY RESPONSIBILITIES

- Account Maintenance: Closing accounts, updating key reporting metrics, preparing accounts for scheduled reporting, following up on outstanding issues to ensure they are resolved in a timely manner.
- Account Monitoring: Performing checks to ensure records are accurate and identify and resolve any inconsistencies.
- Updating Systems: Source and manipulate data from different sources to provide analysis needed for reporting and client maintenance, compare results and update records as appropriate. Ensure that information is accurately entered in the system and follow proper procedures for updating and monitoring data.
- Maintaining Portfolio Reporting systems: client information, transactional data, portfolio reports, complete checking processes.
- Reporting: Independently produce regular and ad hoc reporting ensuring compliance with client and Regulatory requirements.
- Respond to queries in a timely manner.
- Maintain detailed procedures and risk assessment.
- Data processing: Extract and import data from various systems. This includes client trades, cash management transactions, portfolio lending transactions, processing stock transfers, enriching fixed interest trades and incomplete transactions. Ensure the completeness and accuracy of these feeds. Maintaining correct accounting and auditing requirements.
- Market Data and Pricing: Process and import data, ensuring the completeness and accuracy of these feeds.
- Working effectively within the framework of the Portfolio Reporting team. As the team is small, all team members are expected to help out in other roles or provide cover for functions within Portfolio Reporting as necessary or desired.

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 of 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">• Relevant qualification in finance, commerce or business desirable but not essential
Knowledge/Experience	<ul style="list-style-type: none">• High level of aptitude for computer systems with an ability to understand complex IT systems• Knowledge of the Microsoft product suite, including Dynamics (CRM)
Key Skills and Attributes	<ul style="list-style-type: none">• Strong attention to detail• Positive, professional and accommodating client service manner and attitude• Clear communicator• Have the ability to work within a team environment• Able to prioritise and work to strict deadlines and workload pressures and manage distractions• Assist and contribute beyond immediate job description• Able to learn new skills quickly and embrace new technology and processes• High level of numeracy and literacy• Able to self-manage and work autonomously