

APPENDIX ONE:
Job Description



POSITION TITLE:	Securities Database Administrator
LOCATION:	Head Office, Tauranga
REPORTS TO:	Asset Services Manager

POSITION SUMMARY

To assist with the creation and maintenance of securities data, price feeds and execution of corporate actions for all securities traded and held within the Craigs Investment Partners Group (CIP).

The primary function of this role position is responsible for ensuring the timeliness, accuracy and completeness of data relating to listed and unlisted securities, including fixed interest instruments, and other financial products used by CIP clients. This includes ensuring the collection of prices from appropriate sources, identifying and recording security events (including, but not limited to dividends, splits, interest reset, maturities, new issues, acquisitions, disposals, consolidation and re-constructions) and the classification of securities for use in clients and regulatory reporting. The role will also cover/support the Income Processing Administrator and support other areas of the department during absences or busy periods.

KEY RESPONSIBILITIES

Under the instruction of the Securities Database Administrator or Asset Services Manager:

- Processing daily system extracts to identify all new securities, fixed interest instruments and other financial products entered into CIP source systems.
- Ensuring the completeness and accuracy of all new securities loaded within the CIP "Securities Database System" (SDS) or other relevant securities databases, including identifying and loading appropriate price feeds and asset classifications (e.g. asset class, geographic class, industrial sectors, etc) and business unit requirements (LVR, address of issuers, reset dates, maturity dates, etc) into the SDS.
- Ensuring the CIP pricing feeds are amended to include regular, timely, appropriate price feeds of all new securities, fixed interest instruments, and other financial products.
- Ensuring the CIP pricing feeds are amended to exclude price feeds for securities, fixed interest instruments, and other financial products that are no longer required or held by CIP.
- Ensuring the CIP securities database is amended to remove securities, fixed interest instruments, and other financial products that are no longer managed or held by CIP.
- Ensuring that all relevant and required information about the securities, including prices, are correctly populated in downstream systems.
- Establish a process for enabling business units to introduce new securities, fixed interest instruments, and other financial products.
- Manage notification and processing of all corporate actions for securities, fixed interest instruments and other financial products held and managed by CIP.
- Identify and progress system and process enhancements to increase effectiveness, efficiency and client service.
- Creation of Bloomberg Spreadsheets for corporate actions and dividends.
- Production of corporate action letters for name changes for safe keeping clients.

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"> • Preferably 3+ years of experience in financial services • Managing a database, previous pricing or securities management would be an advantage • Administration experience
Key Skills and Attributes	<ul style="list-style-type: none"> • Excellent time management and organisational skills • Proven customer service skills • An eye for detail and pride in getting things right. • 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