

**Job Title:** Investment Administrator

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**Reports To:** Systems Manager

**Department/Division:** NLP Financial Management Ltd

**Hours of Work:** 9.00 am until 5.30 pm with one hour for lunch. However, on occasion some flexibility may be required depending on the nature of the position.

**Location:** The post is located at Regina House, 124 Finchley Road, London, NW3 5JS which is fully accessible.

**Salary Indicator:** Competitive

**Closing date for applications:** 11 June 2010

If the role is of interest, please send a covering letter and CV to [david.gilchrist@brunel.ac.uk](mailto:david.gilchrist@brunel.ac.uk) by the closing date. Successful candidates will be contacted for interviews thereafter.

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### **Background:**

NLP Financial Management provides a comprehensive financial planning service to clients, complementing the current service range. NLP provides investment advice, pension and protection planning to both corporate and individual clients.

We have an experienced team from a range of professional backgrounds. We are passionate about client service and have a structured approach in ensuring we regularly communicate with clients so that financial planning remains a priority. We work closely with many financial institutions to provide innovative solutions, which will add value to our clients.

We are a progressive organisation keen on recruiting talented graduates who have longer term goals of moving forward within the financial services industry.

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### **Main Purpose of Job:**

Primarily the job will consist of producing client valuations and other reports to ensure that the valuations are correct. Liaising with investment companies to obtain valuations of holdings will be required. A good understanding of investment performance would be preferable.

The job also involves data inputting into our in-house database, 1st Software. This consists of loading client investment details onto the 1<sup>st</sup> database. Knowledge and/or interest in investment products is preferable as it is necessary to select the correct investment type (i.e. OEIC, Unit Trust, Bonds etc). It will be necessary to understand reinvestments, differentiate between Bid and Offer prices, be able to obtain online valuations of individual holdings, and have a good understanding of charges and how these effect the units held.

The administrator will also be dealing with all aspects of new business processing and other general administration.

#### ***Equal Opportunities***

*NLP Financial Management Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, or religion or belief.*

*Although disabled applicants are not obliged to inform employers of their disability they will still be covered by the Disability Discrimination Act once their disability becomes known.*

## **Experience:**

Previous experience in an administrative role ideally within the financial services is advantageous, but candidates with no experience but an interest in progressing in a financial services career will be considered.

## **Skills and Qualifications Required:**

- The post will be appropriate for recent graduates.
- Computer literate.
- Good keyboard and data entry skills.
- Excellent communication skills.
- Highly organised with good attention to detail.
- Needs to be self-motivated and willing to work within a team, and alone.
- An interest in finance and numbers.
- A high level of accuracy.
- Able to work under pressure to strict deadlines.
- CF1 or IAQ examination is an advantage.

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