WALTER SCOTT

Person Specification

Job Title:	Client Administration Trainee
Department:	Client Administration
Location:	Edinburgh
SMCR Category:	Conduct
Reports to:*(Position)*	Client Administration Manager – Reconciliations and Fee Billing
Job Purpose:	To assist the Client Administration team in the completion of their deliverables as efficiently as possible while maintaining compliance with all internal policies and procedures
Responsibilities:	Summary • Assist in retrieving reports required to complete upcoming add reps, cash recs, nav checks or audit requests, including downloading of custodian statements • Preparing emails for add reps due in draft and check all have been sent for the day • Preparing audit requests for distribution • Responding to holdings requests • Assisting with Data Transfer Files as required for Fee Billing purposes • Completing Salesforce contact and communications updates • Compiling the daily, weekly and monthly packs for sign-off • Collate samples requested to evidence compliance with the necessary controls for the auditor • Diarising meetings with the custodians as necessary • Client Take-On process - Update team wide tracker and monitor for completion • Assisting across the wider team as required to support management in the day to day running of the team
Person Specification:	**Competencies** • Organisational Skills • Attention to Detail • Initiative • Teamwork
	Technical Skills, Knowledge, Systems Knowledge (and associated skill level) • Working knowledge of Word, Excel and PowerPoint • Working knowledge of Microsoft Outlook
	Academic/Professional Qualifications (or equivalent) • N/A

Additional Information:

All candidates must have sufficient computer and Wi-Fi access at home to allow for remote working.

Candidates must also be prepared to attend a virtual interview via webcam.

Programme information

You will join as a trainee as part of the Investment20/20 programme. Our traineeship will introduce you to investment management and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 200 trainees across the industry and participate in insight events.
You will receive a competitive salary.

Programme Summary

This is a programme intended to give you a breadth of knowledge and experience within the business to enable you to make informed choices about where you would like to develop your career.

How to apply

Please send CVs to wsplrecruitment@walterscott.com

Closing date 6th August 2021

Open to school/college leavers and graduates

Start date September (TBC)