

Job Title: Trade & Settlement Specialist

Job Description

Reports to:	Manager – Trade and Settlement
Responsibility for others:	No
Department:	Trade & Settlements
Location:	Horsham, Broadlands
Hours:	9am – 5:30pm
Grading:	1 – 3

Overall purpose of the Job

Support all areas of Trade and Settlement.

Key Activities

- Compiling daily reports, reviewing and investigating exceptions to ensure timely and accurate completion of activities.
- Source answers and think logically to find solutions
- Liaison with DFM's for rebalances following model portfolio updates
- Contribute and feedback in team meetings
- Monitor the trading systems and liaise with Brokers as necessary
- Ownership of the team email inbox providing an accurate, concise and timely response to all enquiries.
- Ensure the on time and accurate delivery of weekly, monthly and quarterly management information.
- Gain and maintain a good understanding of Platforms within the Financial Services market
- Proactively contribute and feedback in team meetings.
- Follow procedures and instructions in order to ensure good client outcomes

Required Skills/Experience

- 5 GCSE's including maths and English language
- 2 A Levels or equivalent
- Studying for or has achieved CISI Investment Operations Certificate
- Excellent analytical/investigative skills
- Accurate with excellent attention to detail
- Ability to work as part of a team and autonomously
- Excellent communication skills both written and oral
- Excellent numeracy skills

Desirable Skills/Experience

- Financial Services industry experience
- Confident user of Microsoft Word and Microsoft Excel
- A genuine interest in Stock Markets and Financial Services

Personal Characteristics

- Self-starter, willing to learn
- Excellent time management and ability to prioritise work
- Confident to review processes for improvements

Grading

Grade	Competency Level	Experience/What success looks like
1	Starter/Beginner	<ul style="list-style-type: none"> • 3 – 6 months training alongside practical/on-the-job training • Work and learn across all areas of operations • 100% supervised for Platform Controls team work • 100% supervised for 3rd party work • 100% supervised / checked for funding / exceptions work
2	Competent	<ul style="list-style-type: none"> • Self-starting • Ability to prioritise own workload and work unsupervised • 100% checks for funding and exceptions work • Attend refresher and annual training • Understanding and ability to work in a minimum of 2 teams / areas. • Skills and aptitudes such as will provide the ability to address a range of fairly straightforward issues
3	Competent +	<ul style="list-style-type: none"> • Self-starting • Manage own workload and prioritisation • Seeking work and able to support across all areas of operations administration • Buddy for new members of Administration • Internally recognised Subject Matter Expert for at least one area of administration • Positive feedback and complimented by customers • Skills and aptitudes are required as such will provide the ability to address a range of issues, some of which may be difficult.

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