

A full-time position has arisen for an Investment Administrator to join our Private Client Administration team based in Haddington.

McInroy & Wood is a thriving and independent private client investment management firm managing over £2.1bn worth of clients' investments, which are invested directly around the world. Housed in its own purpose-built premises in Haddington, with additional offices in London and Harrogate, we are proud of our collegiate approach. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues.

### *The role*

The role involves ensuring the provision of an effective and efficient administration service for private clients of the firm.

### *Key attributes*

A meticulous approach to the work, together with strong organisational skills and an eye for detail are also crucial as is computer literacy (Word and Excel).

### *Responsibilities*

- Dealing with client matters, liaison with internal departments, agents and clients to ensure a high level of service is provided.
- Checking and distributing quarterly client valuations and annual suitability review records.
- Validating and processing security and cash transfers for private client portfolios.
- Maintenance of client's records in accordance with external and internal standards and ensuring these are accurate and up to date on all systems.
- Contribute to project development, whether internal or regulatory changes.
- Contribute to regular risk assessments and continuous improvement initiatives.

### *Skills & expertise required*

- Experience in a similar role would be advantageous.
- Strong attention to detail and ability to work to a high standard of accuracy.
- Strong organisational skills and the ability to meet deadlines and manage multiple tasks.
- Team worker with proactive flexible approach.
- Good communication, both written and oral.

### *What we offer*

Salary:	Competitive, depending on experience.
Holidays:	25 days per year; increases to 30 days depending upon time spent with company. Additional holiday in the year following milestone anniversaries (10 years and every 5 years thereafter).
Pension:	Group personal pension scheme, defined contribution. Company contributes 7% of salary p.a. (employee contribution of at least 2%). We offer a pension salary exchange arrangement to all active scheme members.
Health:	Private healthcare insurance.
Social Commitment:	Paid leave for volunteering services.
Life Assurance:	4 x Death in Service.
Workplace:	A friendly, supportive environment in bright and modern office premises. Free on-site car parking

**Closing date: 1<sup>st</sup> December 2024**