Job title: Senior Administrator – Periodic Review

Department: Client Operations

Reporting to: Dawn McGuinness

Location: Jersey

The Role

Job Purpose

To complete periodic reviews on behalf of Corporate, Real Estate and Fund clients within the Jersey Institutional business.

All tasks to be carried out efficiently and effectively, in accordance with Crestbridge’s procedures.

Key Result Areas

* Completion of periodic reviews across the institutional business in line with Crestbridge standards, procedures and guidelines.
* Completing Nav workflows to correctly record the periodic review.
* Tracking and reporting on workload against targets.
* Liaising with the Jersey client teams to ensure all prechecks are complete and to seek additional information where required.
* Take responsibility for own workload and ensure high quality output.
* To act at all times in accordance with Crestbridge values

Primary Contacts

* Own team
* Business unit directors
* Internal departments

Requirements  Essential

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| Qualifications | * Table 5 Qualification * Sound academic background |
| Experience | * 4 years relevant industry administration experience with at least 3 years’ experience in running own portfolio, preferably with exposure to corporate clients * Experience in Private Equity and / or Real Estate * Experience of performing and managing periodic reviews |
| Knowledge | * Working knowledge of Microsoft Office * Good knowledge and understanding of current local finance industry legislation, regulatory requirements & working practices * Understanding of basic client financial statements |
| Skills and Abilities | * Manages conflicting and demanding deadlines * Accepts responsibility * Effective questioning style |
| Motivation | * Strong commitment to client service excellence * Proactive and disciplined approach to work * Competence in carrying out their role and the tasks and duties associated with their role |
| Personal qualities | * Enthusiasm to deliver * Inquisitive * Team player * Flexibility * Appropriate office conduct and attitude to work |

Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call ‘Defined Business Activities’. The list of defined business activities is not exhaustive and may be amended from time to time:

Time Management

* Daily input of time on timesheet
* Working to defined targets for completion of statutory periodic reviews

Periodic reviews

* Conducting statutory periodic reviews on institutional clients
* Perform risk assessment on institutional clients
* Raise outstanding periodic review points for completion by client teams
* Liaise with client teams on pre-periodic reviews checklists
* Report weekly on progress and highlight any deviances from the project in terms of numbers of periodic reviews completed and timings

Correspondence

* All day to-day internal correspondence relating to statutory periodic reviews

Organisation

* Monitor own pending tray
* Prioritise own workload
* Dealing with matters in a timely manner

Diary

* Allocation and completion of tasks in order of priority

Meetings

* Attending weekly Data Management Team meetings
* Attending meetings for senior staff in the client teams

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* Understanding what is appropriate and acceptable