

Job Description

NB: For the purposes of this document, Ignis Asset Management will be referred to as "the Company"

<p>1. JOB DETAILS</p> <p>Job Title: Corporate Actions & Stock Lending Administrator</p> <p>Grade: 3</p> <p>Department: Global Securities</p> <p>Reports to: Corporate Actions and Stock Lending Manager</p>
<p>2. OVERALL PURPOSE OF THE JOB - This should provide an accurate, concise statement, preferably in one sentence as to why the job exists and the end results it is to accomplish.</p> <p>To monitor and control entitlements ensuring timely execution of all relevant transactions, instructions and collection of monies for all funds under management. This includes accurate, timely and responsive service to Fund Managers, Custodians, Brokers and other internal departments.</p>
<p>3. PRINCIPAL ACCOUNTABILITIES - These should describe the key areas of the job.</p> <ol style="list-style-type: none">1. Investigate and resolve shortfalls/differences in due Entitlements/Stock Lending and ensure that they are collected in a timely manner within departmental procedures and service standards ensuring that the Company is not exposed to any unnecessary risk.2. Process & monitor the receipt of Stock & Revenue from Corporate Events / Stock Lending ensuring there is minimum risk to the client. Update investment accounting system ensuring that internal pricing deadlines are met and complete documentation as required in a timely & accurate manner within departmental procedures.3. Execute fund managers instructions within prescribed timescales to the custodians/prime brokers in respect of corporate events, blocking/recalling stocks from loan etc by liaising with the fund managers ensuring that we advise the custodians and prime brokers within the required timescales.4. Monitor the daily stock lending function ensuring that the custodians are in compliance with company and clients parameters. Ensure that all the relevant management and compliance reporting is accurately produced.5. Assist with the preparation of relevant departmental statistical information for completion of all departmental reports, ensuring they are available within the required time-scale. Assist in the preparation of counterparty feedback for custodian/prime broker review meetings.6. Investigate and resolve all enquires raised by all customers, external and internal and provide technical advice and support to other areas of the business as required. Ensure all queries are acknowledged on the day of receipt.7. Regularly review and assist in the documentation, development and maintenance of procedures and controls to ensure ongoing compliance with industry and regulatory requirements.8. Assist and participate, when requested, in project and system change activity within the team, attending relevant meetings, as requested, following up on action points and keeping the team up to date with progress. When requested, review current systems, investigate alternatives and recommend any changes.9. Build relationships with all Custodian Banks, Prime Brokers, external & internal customers thus ensuring Global Securities and the Company is portrayed in a professional manner while the best level of service possible is provided.

10. Provide support and cover within the Corporate Actions & Stock Lending area and Global Securities department, when required.

4. JOB CHALLENGES AND PROBLEM SOLVING - Describe the most difficult or complex part of the job including significant major problems you are required to resolve personally or through recommendations.

- Accuracy and attention to detail is paramount as any errors will result in a financial loss to the company.
- To exercise self-initiative in problem solving incorporating decisive and timely decision making skills to effectively resolve any problems which may arise in treasury related issues with minimum reference to manager as any delay could be costly to the Company.
- Given high degree of risk and exposure, will need to assist with development and maintenance of procedures, ensuring that all controls that are in place are carried out accordingly.
- Keeping abreast of changes in legislation and market practices.
- Ensure a high knowledge factor to communicate action required on various issues to fund managers, prime brokers, custodians and senior management.
- Good communication skills are needed as there is regular problem solving with Counterparties/Banks/Investment Managers/Custodians/Prime Brokers/Third Party Administrators as any misunderstanding or delay could be costly to the Company.

5. JOB KNOWLEDGE, SKILLS & EXPERIENCE - What type and level of training and/or experience are required to do the job?

a. General Education:

- Business Diploma or Degree preferred but not essential.
- Minimum 3 Higher Grades

b. Special Qualifications:

- Working knowledge of securities markets worldwide
- Custodian system PC skills would be advantageous e.g. Citidirect, Inform
- Securities Institute Qualifications would be advantageous or equivalent
- Ability to work accurately to multiple and strict deadlines

6. ADDITIONAL COMMENT - Add any information which is significant but not covered elsewhere in this description.

The job is situated in a central area to the business and is a key area in the Company delivering a high quality service to its clients. This position requires a well organised person who has good technical knowledge and has excellent communication skills.

7. JOB DESCRIPTION AGREEMENT

Job Holder:..... Date:.....

Manager:..... Date:.....