

Operations Analyst

London

Permanent, Full-time

We are seeking an experienced **Operations Analyst** to join Praemium (UK) Ltd. Responsible for all Corporate Actions and Income processing on the platform, you will be an integral part of our Client Services and Operation team, responding to all operational tasks and enquiries via telephone and email, with full accountability from initial contact through to final resolution.

We offer a competitive salary, 25 days' holiday, healthcare, initial enrolment in CISI Introduction to Investment (Level 3) Qualification and associated study leave. In addition, the company will pay 9% of gross salary into your pension scheme.

Your primary responsibilities will include:

- » Cash & stock reconciliations including break resolutions
- » Corporate action processing and data management
- » Distribution/dividend and interest data uploads and monitoring
- » Collaborate with IT to drive platform developments to improve Corporate Action processing
- » Contribute to user acceptance testing for all Operations related requirements
- » Fund rebate processing
- » Cash-flow forecasting for settlement & system positions
- » Assist with asset set-up
- » Work with the operational control team to identify/assess and mitigate risks either raised due to incidents or from business as usual

Experience, qualifications and attributes sought after:

- » Educated to A level standard with at least 3 years of industry experience
- » An understanding of the Financial Services marketplace that applies to Wealth Managers
- » Advanced knowledge of MS office
- » Able to maintain effectiveness in varying environments and actively able to develop self to adapt to change.
- » Focuses on meeting commitments and delivering results to a high standard.
- » Instils in others the business's vision and values, ensures senior management and other teams are aware of any potential or actual issues.
- » Works effectively with team members to accomplish goals and respects the needs of others
- » Has a sound knowledge of technical and professional issues required for the role and understands how relevant trends affect the area of work.
- » Ability to prioritise workloads and achieve deadlines
- » Identify key areas for improvement and review existing controls to reduce the risk from a regulatory/financial perspective and ensure appropriate systems and controls are in place.

- » Ensure all risks are reported and escalated as appropriate
- » Work with all areas of the business to identify/assess and mitigate risks raised due to incidents, business as usual or new projects
- » Ensure that you maintain an up to date understanding of risk and regulatory requirements
- » Act honestly and fairly at all times with integrity and provide any information that may be asked of you in relation to the protection of the business

About Praemium:

Established in Australia in 2001, Praemium has grown to be a market-leading provider of investment platforms, investment management, portfolio administration and CRM solutions with offices in London, Coventry, Jersey, Australia, Armenia, Dubai, Shenzhen and Hong Kong.

The world's leading financial advisers, investment managers, institutions, accountants and product providers use Praemium to manage or administer over \$100 billion worth of investment globally across more than 475,000 accounts.

What we offer:

We believe that what makes us unique and a very attractive organisation to work for, in addition to the financial reward and benefits, is a combination of:

- » Our organisation and our global scale
- » Our platform, our products, our clients and our leadership
- » The framework and initiatives we've put in place to support your personal growth and continuous learning opportunities
- » The work we do, and we love doing!
- » Our relationship with our peers, the trust and respect we have for each other
- » Our diversity, inclusiveness and the opportunity to bring your whole self to work
- » A competitive salary, 25 days holiday, healthcare, and 9% of your gross salary into your pension scheme

How to apply:

Please apply by emailing your CV to careers@praemium.co.uk, including "Operations Analyst" in the subject line, and a cover letter with a short statement explaining why you want to work at Praemium and your salary expectations.

Note that Praemium is an equal opportunities employer and does not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability. All successful candidates will be required to undertake a police check post appointment. By applying for this job, you accept the terms and conditions of Praemium's Privacy Notice which can be found at praemium.com/uk.