

APPENDIX ONE:
Position Description



POSITION TITLE:	Asset Services Administrator
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Asset Services Manager
TEAM:	Asset Services, Operations

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Operations department work across the core operational functions of Craigs to support the wider business; with teams covering Custodial, Asset Services, Portfolio Reporting, New Issues, Cashman, Scrip, Settlements, Onboarding, START Settlements, Operations Assurances and Client Services. The Asset Services function is a key role within Craigs. We primarily serve the Custodial Services Limited function in maintaining events associated with the asset pool it has under management and facilitates the stockbroking function. We also have responsibilities to the wider business to ensure assets are set-up and maintained, and corporate action allotments occur.

As the Asset Services Administrator, I am responsible for checking all assets in CIP's asset universe are set-up and maintained correctly; ensuring corporate action allotments are reflected on portfolios as close to allotment date as possible; and completing pre- and post-hoc income processing checks. Additionally I also collate information related to corporate actions/class actions across global markets for possible actions requiring attention by the Corporate Actions team/Asset Services Manager.

WHAT I DO

- Daily checks of all assets in CIP asset universe for mis-specified settlement methods, tax details, stamp duties and other reporting classes etc; and any relevant changes are sent through to the Assets and Securities team for review.
- Daily pre- and post-hoc checks of custodial client income for inconsistent income types, RWT/AIL rate, tax credits – e.g. franking/imputation credits, currency paid etc; and any relevant changes are sent through to the Income Processing team for review.
- Weekly price checks between ACE and AXYS systems for differences; and any relevant changes are sent through to either the Assets and Securities team (ACE system) or the Portfolio Reporting team (AXYS system) for review.
- Weekly checks of all outstanding application monies for missing custodial allotments; and any relevant changes are sent through to either the Corporate Actions team or Custodial team.
- Weekly checking of all legal settlements and claims administration websites for information that relates to class actions that have class members via CSL transactions; and any relevant information is sent through to the Asset Services manager.
- Weekly checking of the NZX diary for possible actions requiring attention by the Corporate Actions team.
- Weekly checking of the Unlisted Market announcements for possible actions requiring attention by the Corporate Actions team.
- Weekly checking of the NSX Market announcements for possible actions requiring attention by the Corporate Actions team.
- Daily checking of corporate action events information received from Agents/Registries/Companies for possible actions requiring attention by the Corporate Actions team

- Distribution of unlisted company announcements to adviser network
- Distribution and saving of general information for unlisted investments to the Company updated folder for use by advisers
- Demonstrate the Craigs' values every day and encourage, support and enable my colleagues to do so also

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

WHAT I BRING

- Relevant qualification in finance, commerce or business desirable but not essential
- Previous years of experience in financial services
- Previous management of database and corporate actions experience would be advantageous
- Strong administration experience
- Excellent time management and organisational skills
- Proven customer service skills
- An eye for detail and pride in getting things right
- Strong written and verbal communication skills
- High level of accuracy and attention to detail
- Self-starter with the ability to show initiative
- Intermediate Microsoft Office user