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, Portfolio Fees, New Issues, Cash Settlements, Security Settlements, Onboarding, Operations Assurances and Client Services.

The Asset Services function plays a critical role within Craigs, supporting both the Custodial Services Limited business and the wider organisation through the administration and maintenance of assets held under management.

As an Asset Services Administrator, you will support the day-to-day administration of asset maintenance, corporate actions and income processing activities. You will also assist in monitoring market activity and identifying events that may require action by the wider Asset Services team.

WHAT I DO

- Maintaining and reviewing asset information within Craigs' systems, including settlement methods, tax attributes and reporting classifications.
- Performing pre- and post-processing checks on income events and identifying discrepancies for investigation.
- Completing regular reconciliations and data integrity checks across systems.
- Monitoring outstanding application monies and corporate action allotments.
- Data entry, researching and monitoring corporate actions, class actions and market announcements.
- Distributing relevant unlisted company announcements and investment information to advisers.
- Supporting accurate and timely processing across the Custodial Services function.
- Demonstrating Craigs' values and contributing positively to the wider Operations team.
- UAT testing as required for system upgrades and enhancements.
- Cross-Training into other roles with the department.
- Answer any queries from our clients (ie Advisers and Assistants) in a timely manner.
- Preparation of monthly reports as directed from Management.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Maintain the core competencies as set down by the firm from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- Act professionally, ethically and work co-operatively and constructively within the framework of the company structure.
- Any other tasks as requested by your manager.

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

- Experience in an administrative role, preferably within financial services
- A qualification in finance, commerce or business (desirable but not essential)
- Strong attention to detail and a high degree of accuracy
- Excellent time management and organisational skills
- A proactive approach and ability to work independently
- Self-starter with the ability to show initiative
- An eye for detail and pride in getting things right
- Strong written and verbal communication skills
- Intermediate Microsoft Office skills, including Excel
- Corporate actions, asset maintenance or database management experience would be advantageous

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance

CIP policies can be found on the Staff Intranet.