

**APPENDIX ONE:**  
Job Description



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POSITION TITLE:	Portfolio Reporting Administrator
LOCATION:	Portfolio Reporting, Head Office
REPORTS TO:	Portfolio Reporting Manager

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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.

Our Portfolio Reporting team provides key reporting services to our premier clients and to CIP's management. This role encompasses the delivery of reports, including the management of the databases(s) that support the regular and ad-hoc reporting to these premier clients and to management.

This role is responsible for processing and ensuring the accuracy of the daily client, security, price, and transactional feeds to our portfolio reporting system(s) and maintaining reliable and accurate databases.

## WHAT I DO

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- Data processing: Extract and import data from various systems. Ensure the completeness and accuracy of these feeds. Maintaining correct accounting and auditing requirements.
- Data integrity: Perform daily backups, determine appropriate portfolio inceptions taking into consideration performance reporting, analyse and check transactions, resolve short positions. Process, analyse and resolve daily reconciliations.
- Month End Processes: Process maturing investments, update start dates, check cash and fixed interest resets, update security dividend information, import benchmark indices, assess dividends, resolve missing prices, and update performance history.
- CRM Administration: Prepare reporting systems for client end of quarter reporting. Data consistency validation checks. Update custom CRM components.
- Market data and Pricing: Process and import data, ensuring the completeness and accuracy of these feeds.
- Assets: Setup new securities and maintain consistency with CIP Assets register.
- Consistency Analysis: Process, identify and resolve daily reports. Ensure information is consistent in CIP systems (CRM and Reporting). Perform regular checks of key reporting components.
- Maintain Portfolio Reporting systems: client information, transactional data, portfolio reports, complete checking processes.
- Reporting: Provide regular reporting to clients and management ensuring compliance with client and Regulatory requirements.
- Communication: Liaise with key stakeholders, reporting feedback and following through to resolution. Answer queries and provide adhoc reporting.
- Maintain detailed procedures and risk assessment.
- Working effectively within the framework of the Portfolio Reporting team. As the team is small, all team members are expected to help out in other roles or provide cover for functions within Portfolio Reporting as necessary or desired.

## GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.

- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- 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 clients.

## WHAT I BRING

Qualifications	<ul style="list-style-type: none"> <li>• Relevant qualification in finance, commerce or business desirable but not essential</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• A minimum of one year's experience within financial services environment</li> <li>• Basic understanding of market terminology and knowledge of industry regulation</li> <li>• Experience in successfully managing a database</li> <li>• High level of aptitude for computer systems with an ability to understand complex IT systems</li> <li>• Good to excellent knowledge of the Microsoft product suite, including Dynamics (CRM)</li> </ul>
Key Skills and Attributes	<ul style="list-style-type: none"> <li>• Positive, professional and accommodating client service manner and attitude</li> <li>• Clear communicator</li> <li>• Have the ability to work within a team environment</li> <li>• Able to prioritise and work to strict deadlines and workload pressures and manage distractions</li> <li>• High level of accuracy and attention to detail</li> <li>• Assist and contribute beyond immediate job description</li> <li>• Able to learn new skills quickly and embrace new technology and processes</li> <li>• Ability to understand and assimilate with complex IT systems</li> <li>• High level of numeracy and literacy</li> <li>• Able to self-manage and work autonomously</li> <li>• Problem solving skills</li> </ul>