APPENDIX ONE:
Position Description

POSITION TITLE:	Corporate Actions Analyst
LOCATION:	Head Office
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 Corporate Actions function is a key role within Craigs Investment Partners (CIP). It primarily serves the Custodial Services Ltd function in maintaining events associated with the asset pool it has under management. It also has responsibilities to the wider business in terms of being responsible for coordinating the application/acceptance process of voluntary corporate actions.

The role of Corporate Actions Analyst is primarily to distribute and process data and generally oversee the area pertaining to protecting custodial services clients for corporate activity, i.e. rights issues. The Corporate Actions Analyst is a main point of contact for the Asset Services department and other business units.

WHAT I DO

- Analyse and interpret company announcements and related documentation to determine client eligibility, key information, and appropriate tax treatment of corporate action events, supporting informed client outcomes
- Maintain and update the Voluntary Corporate Actions (VCA) system, including monitoring event changes
- Distribute corporate action and class action information to advisers and coordinate client responses as required
- Process client instructions and arrange payments with registries and external agents
- Maintain client portfolios to accurately reflect both mandatory and voluntary corporate action events
- Perform pricing checks and controls to ensure the accuracy and integrity of portfolio valuations
- Reconcile client entitlements (e.g. rights issues, offers, dividends) against registry and issuer data
- Ensure custodial pooled holdings balance following corporate action processing
- Process cash journals relating to corporate actions in a timely and accurate manner
- Act as a key point of contact for Asset Services and the wider business
- Respond to queries from advisers, clients, accountants, and internal teams including the preparation of supporting documentation such as letters of representation
- Liaise with registries and external agents to resolve issues and obtain information
- Maintain the integrity of corporate action data within internal systems
- Ensure accuracy of information distributed to the advisory network
- Collaborate with the Asset Services Team Leader and Manager on decisions impacting the wider business
- Provide coverage for the New Issues Desk during periods of absence
- Support broader Asset Services operational requirements as needed

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	• Relevant tertiary qualification preferred, either Finance, Business or Administration
Knowledge/Experience	• Preferably 4+ years of experience in financial services • Knowledge and experience of corporate actions and asset data (desirable)
Key Skills and Attributes	• Excellent time management and organisational skills • Proven customer service skills • 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 • Analytical thinking is critical to the role.