

**APPENDIX ONE:**  
Position Description



POSITION TITLE:	Portfolio Reporting Specialist
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Portfolio Reporting Manager
TEAM:	Portfolio Reporting, 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 with teams covering Custodial, Asset Services, Portfolio Reporting, New Issues, Cash Settlements, Security Settlements, Onboarding, Operations Assurances and Client Services. Our Portfolio Reporting team provide key reporting services to our premier clients and to CIP's management.

As a Portfolio Reporting Specialist, I understand a client's reporting needs and performance related concerns. I act as a key business advisor for our Private Wealth advisory network and Craigs clients. I am comfortable discussing accounting and tax matters with a wide range of people and answering queries from clients and accountants. I audit work carried out within the portfolio reporting system, advising on the best outcomes for all involved, while proactively identifying ways to refine and evolve our reporting approach.

## WHAT I DO

- Assess and resolve Accountant/Client queries regarding client reporting and assisting clients/accountants/advisers in understanding our client reports including tax and performance concerns
- Champion continuous improvement and automation by identifying opportunities to streamline reporting processes and enhance system efficiency.
- Develop, refine, and test Tax reports; troubleshoot related issues.
- Consult with external accounting firms regarding correct reporting and tax treatments
- Liaise with the Corporate Actions team to ensure the correct reporting and tax treatment of corporate events
- Assist and advise on key reporting requirements as needed, such as:
  - Impacts on tax reporting
  - Investigating complex queries and requests
  - Appropriate treatment of transactions and the full impact of these transactions on reporting from a tax and performance perspective
  - Information filed by us with IRD
  - PIE Tax and calculating unit adjustments
  - Determining securities classifications
  - Foreign Investment Fund Income, including determining FDR vs non-FDR Taxpayer
  - Security name differences
  - Adjusting cost of cash in Realised Gains and Losses
  - Reviewing corporate action transaction analysis to ensure accurate cost and pricing consistency

- Ensure regulatory reporting obligations are met by auditing portfolio reporting outputs and collaborating across systems and teams, including CRM, to maintain data accuracy and integrity.
- Maintain a comprehensive understanding of the reporting system to support strategic initiatives and ensure continuity of knowledge within the team.
- Provide cross-functional team support through structured cross-training and serve as a senior backup for critical reporting functions, ensuring continuity and strengthening team capability.
- Working with other departments to develop and troubleshoot processes as appropriate
- Maintain detailed procedures and risk assessment documents
- 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
- Demonstrate the Craigs' values every day and encourage, support and enable my colleagues to do so also

## WHAT I VALUE

---

### Our Values



**We are  
stronger  
together**



**We  
strive for  
excellence**



**We put  
people  
first**



**We do  
what's  
right**

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, asset management, or accounting (desirable)
- Previous experience working within a financial services environment (essential)
- Knowledge and understanding of New Zealand tax accounting principles and guidelines, coupled with some familiarity—or a proven ability to quickly grasp—the fundamentals of accounting concepts and the NZ tax system
- Demonstrates strong analytical thinking and the ability to interpret financial data, identify trends or anomalies, and proactively investigate and resolve discrepancies, showing initiative throughout the process
- Ability to assimilate with complex IT systems and comprehend the underlying data logic within internal platforms.
- Insight into client reporting from a user and professional perspective
- Understanding of market terminology and knowledge of industry regulation
- Positive, professional and accommodating client service manner and attitude
- Demonstrates a curious nature and strong problem-solving skills by proactively researching queries, distilling information into clear insights, and using initiative to independently identify and resolve issues with minimal supervision
- Clear communicator - have the ability to work within a team environment, share learnings, and show initiative
- High level of numeracy, literacy, accuracy and attention to detail
- Able to self-manage and work autonomously