APPENDIX ONE:
Position Description

CRAIGS INVESTMENT PARTNERS

POSITION TITLE:	Custodial Administrator
LOCATION:	Head Office
PEOPLE LEADER:	Custodial Services Manager
TEAM:	Custodial, 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.

Custodial Services Ltd (CSL) is an integral part of the Craigs Investment Partners (CIP) product range as a full-service investment advisory firm. CSL offers a full administration service, acting as a bare trustee, holding client's securities in trust. CSL collects incomes, maintains securities, and ensures appropriate action is taken for corporate action events. The Custodial Administrator is required to assist with the day-to-day operations of applications and redemptions of unlisted/unit trust in both NZ and offshore. This role requires sound understanding of the financial services sector and accounting principles.

WHAT I DO

- Complete multi-currency Unit Trust applications and redemptions in a timely manner.
- Manage the payment or receipt of funds in multiple currencies, booking contracts upon confirmation.
- Perform daily reconciliation to ensure all bookings and money are always accounted for.
- Create tax calculations for NZ PIE investments.
- Provide unlisted and unit trust transaction advice to the CIP network, advisers and assistants.
- Contribute to the Me He Te (standard operating procedures) manual as required.
- Liaise with external registries, auditors, and other teams as required.
- Ensure adherence to custodial policy and process documentation as appropriate, ensure procedures remain current.

TRANSITIONS START TRANSFERS

- Liaise with the Client Service Team to facilitate all transfers for the START products
- Process all START transfers in a timely manner
- Create an internal CSL Transfer spreadsheet to obtain the correct prices/narrations for AXYS & complete import

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

Knowledge/Experience	• Experience within a financial services or similar environment (Desirable) • High Volume Administration Experience • Understanding of market terminology and financial products, including Managed Funds and Private Equity • Understanding of financial instruments, including AML/CFT and FATCA • Prior experience as a custodian is highly advantageous
Key Skills and Attributes	• High level of aptitude for computer systems and the Microsoft product suite • Understanding of the risk and consequences of errors, omissions or missed deadlines • Positive, professional and accommodating client service manner and attitude • Strong communication skills, both written and verbal • Proven to prioritise and work to strict deadlines and workload pressures • Willingness to become a subject matter expert • Contribute to building the capability of other team members through training and mentoring • Ability to learn new skills quickly, embracing new technology, systems and processes • At all times demonstrate and share best practice • Able to understand and apply industry regulation • High level of numeracy and literacy