

APPENDIX ONE:
Job Description



POSITION TITLE:	Cash Settlements Administrator
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Cash Settlements Manager
TEAM:	Cash Settlements, 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 and products; with teams covering Custodial, Asset Services, Portfolio Reporting, Portfolio Fees, New Issues, Cash Settlements, Security Settlements, Onboarding, Operations Assurance and Client Services.

The role of the Cash Settlements Administrator is to support the day-to-day operations and administration of the Cash Settlements function. This role works to strict time frames on a daily basis, so the ability to prioritise workload effectively is critical. This role also works to process cash payments, so a high degree of numerical accuracy is essential.

As with all Head Office positions, the Cash Settlements Administrator is a Client Services role, our clients being all Craigs Investment Partners branches and affiliates. Given this client services focus, excellent client service skills are essential.

WHAT I DO

- Daily Reconciliation of all Cash Settlements Bank Statements
- Manage the end of day funding movements
- Processing of interest
- Processing of Term Deposits
- Processing of Foreign & Domestic Payments
- Reconciliation of Cash Settlements Accounts
- Journal Requests
- Client Account Maintenance
- Closing Client Account Requests
- Answer any queries from our clients (ie Advisers and Assistants) in a timely manner
- Preparation of monthly reports as directed from Management
- UAT testing as required for system upgrades and enhancements
- Cross-Training into other roles with the department

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 clients.

Our Values



**We are
stronger
together**



**We
strive for
excellence**



**We put
people
first**



**We do
what's
right**

WHAT I BRING

Qualifications	• University entrance • Tertiary qualification in a finance or business related discipline (desirable)
Knowledge/Experience	• Administration experience (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 (desirable)

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.