APPENDIX ONE:
Job Description

POSITION TITLE:	Cash Management Administrator
LOCATION:	Head Office, Tauranga
REPORTS TO:	Cash Management Operations Manager

POSITION SUMMARY

The role of the Cash Management Administrator is to support the Cash Management Operations Manager, the team, and the overall function. The Cash Management Administrator receives all incoming Request and Enquiry e-mails and distributes to other team members or processes accordingly. Excellent client service skills are essential to both the internal client and external suppliers, also a high degree of accuracy when inputting numerical data and client information. This role works to strict time frames on a daily basis so the ability to prioritise workload effectively is critical.

KEY RESPONSIBILITIES

- Opening new accounts and follow up incomplete.
- Process sweep movement requests to/from ledger accounts.
- Journal requests.
- Client account static data maintenance.
- Maintenance, creating and closing diary payment requests.
- Processing of BPAY payments to Australian registries and institutions.
- After 3.00pm make late direct credit payments as requested.
- Statement and Tax Certificate copy requests.
- Closing of Cashman accounts as needed.
- All filing to be completed daily.
- Answer any queries from our clients (i.e. Advisers and Assistants) or forward to appropriate team member.
- Import and allocate the foreign currency bank account reconciliations.
- Cross-training to support other members in this small team.
- UAT testing as required for system upgrades and enhancements.

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 firm 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
- At all times act with integrity and treat clients fairly and respectfully
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

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)