



Investment Administrator

Department: Investment Administration Operations
Reports to: Investment Administration Team Leader
Main location: Bath

About Novia Global Limited:

Novia Global launched in 2015 and is an international online wealth management platform. We provide the technology to enable professional advisers to invest efficiently on behalf of their clients.

Our aim is to meet the investment needs of the internationally mobile client, nationals who have moved abroad and trustees requiring access to greater investment choices.

Through the platform, we offer access to a Global Investment Account and an International Self Invested Personal Pension (SIPP) with underlying assets include investment funds, exchange traded funds and shares.

For more information about us, please visit our [website](#).

About Investment Administration:

The Investment Administration department undertakes a variety of processes including Dealing, Trade Settlement, Trade Confirmation, Corporate Actions, Dividends, and Client Money and Asset reconciliation.

Individuals can make a difference for themselves, colleagues, and our clients who we place at the heart of everything we do.

Investment Administration is responsible for processing, administering, controlling, and reconciling all market investment transactions while upholding the integrity of the client records on the Investment Platform.

Investment Administration have a strong focus on accuracy, controls and client money and asset protection (CASS).

Rewards and benefits:

Novia Global offer a highly competitive suite of rewards, benefits and recognition packages of which some are:

- > Discretionary, performance-based bonus up to 15% of gross salary
- > Novia Global contribute 6% of your gross salary into your pension each month – you can select what % you would like to contribute
- > 33 days holiday that includes English statutory bank and public holidays plus the opportunity to buy or sell an additional 5 days
- > Free Bupa health care for yourself. With contributions, you can add your family

Job description:

- > Undertake transactional processing and uphold operational controls
- > Manage challenging volumes while maintaining high standards of accuracy and attention to detail
- > Process with accuracy and escalate where near misses or breaches occur
- > Identify errors and near misses and undertake timely and meaningful escalation. Support the resolution of errors
- > Find solutions for our clients and engage with colleagues to improve the transactional journey and better our offering
- > Seek out efficiencies in all activities with a continuous improvement attitude
- > Work autonomously and in a team to ensure all tasks are completed accurately and timely
- > Develop positive relationships with internal and external stakeholders by executing upon commitments and service-level agreements
- > Work with Novia's Custodian; continuous oversight and challenge of their activities
- > Have continuous awareness of, and maintain adherence to Compliance and Regulatory obligations
- > Attend daily meetings via Microsoft Teams to engage with team members and agree division of daily tasks
- > Work to agreed deadlines and thereafter prioritise your own work
- > Support the wider operation by cross training and covering different functions
- > Participate in projects: testing new products, processes, or controls

Specialist Skills, Qualifications and Experience:

Essential skill set:

- > Strong multitasker
- > Attention to detail and accuracy in processing
- > Understand Microsoft Office: Excel, Word, PowerPoint & SharePoint
- > Change and improvement attitude - identify opportunities for improvement of operational processes and controls
- > Excellent interpersonal and communication skills
- > Self-motivated
- > Willingness to learn
- > Have a positive can-do attitude
- > Seek extra tasks above day-to-day activities
- > Undertake proactive and ongoing personal and professional development

Desirable skill set:

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- > Have financial services qualifications
- > Knowledge of ISA & SIPP platform business
- > Product knowledge of equities, bonds, funds & structured notes
- > CASS – client money and assets regulations
- > COBs – conduct of business regulations

To apply for this role, please email an up-to-date CV to HR@novia-global.com