

TAM Asset Management Ltd

JOB VACANCY

Job title

Junior Trade Support Officer

Location

London

Seniority level

Entry level

Company industry

Investment management

Employment type

Full-time

Job functions

Operations

Description

TAM Asset Management, an award-winning provider of multi-manager investment solutions within the City of London, is looking to recruit a Junior Trade Support Officer to join its expanding trading division.

Professionally, ideal candidates will have prior experience of investment trade operations, dealing and reconciliation systems. Candidates with wider operational experience in financial services will also be considered.

Personally, suitable candidates will need to effectively prioritise a diversified book of day-to-day functions, be diligent and comprehensive. The ideal candidate will have a good eye for outliers and exceptions, and will independently manage their workload to hit intraday deadlines and targets.

The successful candidate will have the opportunity to be part of a growing, influential team of investment professionals who work closely with one another on a varied range of investment portfolios. They will contribute towards operational developments, but also towards time-saving initiatives and wider product optimisation within the investment team. This role is very much suited to candidates wishing to develop and enhance their skill sets within the world of fund management operations.

Responsibilities

- Manage, process and input daily deal flow into group trading platform
- Support the dealers and investment managers on a day to day basis
- Establish external trading and operational contacts to facilitate smooth execution and settlement functions
- Reconcile all deals to settlement status
- Trouble shoot all settlement and post T+0 trade issues
- Load and enhance group product database within back office systems
- Reconcile total outstanding deals on a daily basis and report to senior management
- Upload periodic trading and management literature onto client web portal
- Run client performance data when requested

Salary

£25k

Start date

January 2022

Apply

Please email your CV and a covering letter to James Penny at james.penny@tamassetmanagement.com