



Trainee Operations Manager

Background

Gibraltar Asset Management Limited is a member firm of the London Stock Exchange. We provide comprehensive independent broking, advisory and investment management services to retail clients, institutions & local intermediaries.

We are seeking a Trainee Operations Manager to join our team. We operate in a fast-paced environment and candidates must be able to take on a heavy workload and work well under pressure.

Salary

£18,000 plus bonus (subject to company performance). Salary will be increased by £2,000 for every examination passed (there are 3 in total).

Training

Employee will be sponsored through the Chartered Institute for Securities & Investment's Investment Operations Certificate. This is an international qualification, regulated by Ofqual, which provides an overview of the financial services industry and its regulation, whilst covering technical subjects relevant to stockbroking & investment management. The qualification consists of the following papers:

- i-Introduction to Securities & Investment
- ii-FSA Financial Regulation or Principles of Financial Regulation
- iii-Administration of Settlement & Investments

Vacancy

We are seeking a graduate with the following attributes:

Efficiency	Good communication skills
Accuracy	Attention to detail
Numeracy	Discretion

Job Description

The role includes (but is not limited to):

Trade Reconciliation	Settlements
Client Liaison	Stock Transfers
AML	FSC Investor Compensation Scheme Returns
Setting up new clients	Archiving
Payments	Valuations
Corporate Actions	Performance Reporting
MiFID II Transaction Reporting	Companies House Returns
Overdrafts	General Office Administration

Please send your CV for the attention of the Managing Director, Mark Maloney, to World Trade Center, Suite 5.28, Gibraltar or email to gam@gam.gi. We are not accepting enquiries from recruitment agencies on this occasion.