



BAM OPERATIONS SUPPORT

DEPARTMENT: BAM

HOURS: Full time

SALARY: Dependent on experience

REPORTS TO: BAM Director

PURPOSE OF THE ROLE

- To work within BAM to maximise systems functionality and investment compliance.
- Maximise resources within the team to make best use of capabilities.
- Involvement in projects to enhance the service delivered to clients.

KEY RESPONSIBILITIES

- Maintaining and evolving systems, databases, and procedures.
- Liaising with peers in other parts of the group to ensure BAM are delivering the best service possible.
- Working with the BAM T&C supervisor on risk management.

KEY COMPETENCIES

GENERIC

- ✓ Understanding of, and adherence to, regulatory requirements and internal policies
- ✓ Delivery of high levels of customer service
- ✓ Attention to detail and accuracy
- ✓ Strong verbal and written communication skills
- ✓ Team working and flexibility
- ✓ Methodical and organised working practices to meet deadlines
- ✓ IT literacy, especially company specific software and Microsoft products

JOB SPECIFIC

- ✓ Experience of working in a regulated environment
- ✓ Maintain a strong relationship with our primary client Beckett Financial Services
- ✓ High standards of business correspondence in all formats
- ✓ Commercial awareness
- ✓ Manage your time, and that of your colleagues appropriately

MAIN CHALLENGES OF THE ROLE

1. Managing regular and ad hoc activities
2. Attention to detail and organisational skills, ensuring tasks are completed accurately and in a timely fashion
3. Liaising with all parts of the group and external parties, including investment providers, the ACD and platforms

WORKING WEEK

36.25 hours, Monday - Friday 8.45am – 5pm.

HOW TO APPLY

You can apply for this role by sending your CV to: Samantha.Owen@beckettinvest.com