

# Portfolio Administrator Cover Letter

21153 Mante Extensions Port Vinceshire, WA 03606-1687

**Dear Frankie Mitchell,**

I submit this application to express my sincere interest in the portfolio administrator position.

Previously, I was responsible for input to the bank's periodic budgeting process to ensure Ulster Bank's strategic priorities are prioritised within RBS Technology Services.

My experience is an excellent fit for the list of requirements in this job:

- Basic understanding of the full SDLC (System Development Life-cycle) for both Agile and Waterfall
- Thorough knowledge of Corporate Trust process, including applicable systems, policies, procedures, and regulatory requirements
- Require to be the SME for the Portfolio Administration team which will be the first point of contact for the team and our internal and external partners to raise issues/concerns
- Provide the oversight on the daily output by the team with a heightened focus on the quality of data being produced and to also ensure the Clients established SLA's/deadlines are met, both for our internal and external clients
- To reinforce the focus is placed on the mitigation of Risk and Error prevention and the need to ensure the Quality Control checks are in place and adhered too
- To support and expand our established working relationship with both our internal and external partners which will ultimately increase collaboration
- Exhibits and encourages a positive and proactive approach towards change
- Understanding of portfolio and mutual fund accounting

**Thank you for your time and consideration.**

Sincerely,