



Example of Investor Services Associate Job Description

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Our innovative and growing company is looking for an investor services associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for investor services associate

- To manage and organise the site visit schedule ensuring all visits are completed in the relevant year
- To analyse findings from the site visit and report findings to the administrator and other interested parties
- To monitor and manage fund errors advised to Trustee, and to record these errors, analysing root causes and ensuring full resolution in the best interests of shareholders
- To work with other trustee staff both locally and offshore on an ongoing basis and during site visits to ensure funds are being administered in accordance with regulations and constitutional documentation
- To complete daily and monthly duties, including custody oversight, performance fee verifications and cash account monitoring
- Perform fiduciary oversight programmes and ensure their adherence to the applicable regulations
- Development of close client relationships
- Build the profile of our UK Pensions and Charities franchise
- Working very closely with and assisting the Trustee Manager to ensure T&F UK meets its fiduciary obligations through supervision of allocated client management groups
- Participation in reviews at client/third party administrator offices, including preparation of agendas, drafting of subsequent visit reports through to closure of review

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- Broad funds industry experience
 - Audit experience or similar highly desirable
 - Knowledge of the trustee and regulatory environment for Irish funds
 - Strong judgement and communication skills
 - A team player with ability to work on own initiative
 - Organised and structured approach to work