



Investment Manager – Administrator

General

Freedom Asset Management Limited (“Freedom”) is a fast growing, regulated fund investment management business with a global client footprint and headquartered in Guernsey, with a regulated branch in Abu Dhabi Global Market.

Freedom operates 3 complementary business lines: (1) Private Client/Family Office investment management, (2) Distribution of third-party funds to European and Middle Eastern institutions, (3) Managed fund solutions for specialist IM/funds.

As Freedom continues to expand, we are looking for an Administrator who will also be a team player and support the fund operations. This is a varied role which involves overseeing a range of administrative duties to support the Management and investment team. We are looking for a confident, self-driven individual who is still progressing in their career and willing to learn.

The Responsibilities:

You will be able to work independently and interact directly with clients and Directors. You will be working under the guidance of our COO/Operation Manager. You are to take on the role of Administrator. You will proactively engage in these duties and your key tasks include undertaking the following:

- Support the wider Operations Team in preparing and circulating, documentation in relation to board, committee and shareholder meetings and ensuring the smooth running of such meetings.
- Drafting of minutes and correspondence;
- Assisting with clients on-boarding and reviews;
- Supporting the shareholder activities;
- Supporting in the production of some of quarterly board packs;
- Liaising with auditors and internal auditors;
- Bookkeeping/bank accounts reconciliation and production of monthly invoices;
- Ad hoc project work as required.

The candidate is expected to be flexible and willing to help out on projects.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Possess an appropriate license to work in Guernsey;
- Interest in Investment and some experience in corporate secretarial and/or bookkeeping;
- A level or Degree with 2-3 years’ experience in Financial services;
- Interpersonal skills: - ability to communicate and deal effectively with clients and colleagues at all levels;
- IT literate: **MS365 Office** Applications: Word, Excel, Outlook, Powerpoint;
- Ability to self-manage time and well organized;
- Ability to work to tight deadlines in a high-pressure environment;
- Attention to details;

COMPENSATION

- A competitive salary;
- Opportunity to study for a qualification - depending on seniority and interest.