

Person Specification

Job title: Investment Officer

Team: Investment

In order to meet the full requirements of the post, applicants must hold the qualifications specified; have experience in and/or be able to demonstrate competence in the following areas:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Five GCSE's at grade C or above, to include English Language and Mathematics at grade B or above (or equivalent qualifications). <p>A grade C in English Language and/or Mathematics will be accepted if the applicant also holds higher level qualifications in the same/similar subject areas (e.g. A levels at grade C or above; or a degree in a relevant discipline).</p> <p><i>Please remember to specify subjects and grades on your CV and, if applying on the basis of equivalent qualifications, please refer to the Additional Information for Applicants supplied as part of the application pack.</i></p>	<ul style="list-style-type: none"> A degree or equivalent third level qualification.
Relevant knowledge and experience	<ul style="list-style-type: none"> At least six months of administration experience, working in an office environment. 	<ul style="list-style-type: none"> At least one year of administration experience, working in an office environment. An understanding and knowledge of investment strategies and financial markets.
Skills and competencies	<ul style="list-style-type: none"> Administration and organisational skills: Ability to manage a high volume of tasks, work with attention to detail and with a high level of accuracy, simultaneously manage multiple and varied tasks, meeting deadlines and demands. Communication skills: Clear and effective verbal and written English communication skills to assist with writing reports for senior management or Board level, and an ability to present technical financial information, advice and guidance in a clear and concise manner. Numeracy skills: Excellent numeracy skills and comfort with analysing large amounts of financial and performance data. 	<ul style="list-style-type: none"> Experience of preparing reports for senior management/Board level

Criteria	Essential	Desirable
	<ul style="list-style-type: none">• Team working and interpersonal skills: Excellent interpersonal skills and the ability to work with minimum direction; to work effectively on own initiative; to work collaboratively, as part of a team (i.e. reliable, flexible, supportive and respectful towards others); and to liaise and build positive working relationships with external contacts.• IT skills: Proficient in the use of Microsoft Office products (including Word, Excel and Outlook). Comfortable with using other IT platforms to extract/download relevant data.• Analytical and decision-making skills: Ability to absorb and understand detailed and complex information (e.g. regulations, performance data, investment strategies), follow instructions and procedures, and utilise learning and analytical skills in order to meet the full requirements of the role.	