

Person Specification

Job title: Investment Services Manager

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"> • A degree or equivalent third level qualification. • A qualified chartered accountant or chartered financial analyst and a current member of a recognised professional body. 	n/a
Relevant knowledge and experience	<ul style="list-style-type: none"> • Five years' relevant financial experience (must include at least three years post qualification) e.g. monitoring financial performance; preparation or critical assessment of complex business plans or models; compilation and presentation of financial or investment data. • Two years' management experience to include the effective management, development and training of staff. • An understanding of financial markets and investing with the ability to understand and challenge complex investment strategies and financial instruments. 	<ul style="list-style-type: none"> • Knowledge and experience of implementing responsible investment practices.
Skills and competencies	<ul style="list-style-type: none"> • Administration and organisational skills: Ability to work proactively, simultaneously manage multiple and varied tasks, workloads and projects, balance competing pressures and meet deadlines and demands. • Communication skills: Clear and effective verbal and written English communication skills to include experience of 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. • Team management: Ability to provide direction, support and motivation to staff, clearly communicate goals and motivate the team to achieve those objectives within a planning period. 	n/a

Criteria	Essential	Desirable
Skills and competencies (continued)	<ul style="list-style-type: none"> <li data-bbox="392 293 1121 546">• Team working and interpersonal skills: Excellent interpersonal skills and the ability to work with minimum direction; to work collaboratively; to interact, influence and present at Board level; and to liaise and build positive working relationships with external contacts, Committee members and gain the respect of existing staff and colleagues. <li data-bbox="392 577 1121 674">• IT skills: Proficient in the use of Microsoft Office products (including Word, Excel and Outlook). <li data-bbox="392 705 1121 869">• Analytical and decision-making skills: Ability to think strategically and use initiative. Excellent analytical skills with an ability to critically analyse and review investment transactions, costs and performance returns. 	n/a