

Client Data Administration Assistant Specification

JOB TITLE:	Client Data Administration Assistant
DIVISION:	Governance & Company Secretarial
LOCATION:	Edinburgh
HOURS:	Full-time Monday – Friday, 9am – 5pm
RESPONSIBLE TO:	Client Data Team Manager
PURPOSE:	Work as part of the Client Data team providing end to end support on all admin and compliance tasks required in our service delivery to limited partnership and limited company clients, particularly in relation to new requirements arising from the Economic Crime and Corporate Transparency Act.

1. Main duties and responsibilities:

- Engaging with corporate clients by email and telephone in order to request and collate information on new and existing corporate entities and individuals
- Completing steps to identify individuals from a KYC/AML perspective, ensuring compliance with all regulatory requirements
- Collating information relevant to new client onboarding
- Maintaining accurate information on the firm's bespoke client information management system
- Invoicing activities related to the services
- Dealing with incoming electronic (and physical) mail from Companies House, HMRC and others, actioning where possible or forwarding to relevant business area

2. Person Specification:

- High level of attention to detail
- Ability to analyse and assess data
- Ability to work on own initiative and in a proactive manner
- Able to prioritise tasks and meet deadlines
- Able to make incisive decisions and remain calm under pressure
- Excellent customer service skills, presenting a professional image
- Excellent written and verbal communication skills to deal effectively with corporate clients and colleagues
- Excellent administration and organisation skills
- Confidence with technology, with strong proficiency in Excel, Word and Outlook
- Flexibility to work outwith job profile to provide additional support as required
- Compliance with all in-house policies and procedures
- Experience of working with a practice management system is desirable

This job specification is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and job holders will be expected to carry out other duties assigned which are appropriate to the position. The duties as described may be altered as necessary by the firm.