



Investment Manager – Junior 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.

As Freedom continues to expand, we are looking for a junior Administrator, potentially a motivated school leaver, Graduate or a professional at early stage of its career looking to complete a professional qualification (ICA, ICSA, or CISI).

This is a varied role, which involves undertaking a range of administrative duties to support the Management and Operational team. We are looking for a confident, self-driven individual who wants to progress in their career and is willing to learn.

The Responsibilities:

You will be working directly for the Operations team and Management team in Guernsey. You will also liaise with our team in Abu Dhabi and our clients in Vancouver and across Europe and the Middle East. You will proactively participate 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
- Assisting with client on-boarding and reviews;
- Supporting the shareholder services team;
- Supporting the production of quarterly board packs;
- 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/or economics and/or finance;
- Min. A level or equivalent, but not essential to have previous experience in Financial services;
- Excellent written and spoken English
- 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;
- Keen attention to detail

COMPENSATION

- A competitive salary;
- Opportunity to study for a professional qualification – ICA, ICSA or CISI.