

JUNIOR DEALER

REPORTING RELATION

Head of CAM Dealing Desk

PURPOSE OF JOB

Effective multi-asset (equity, bond, FX, derivative) dealing on behalf of Citadel Investment Services

KEY RELATIONS

Fund managers, fund operations, dealers, external brokers/banks

QUALIFICATION

Relevant Bachelors Degree

EXPERIENCE and COMPUTER COMPETENCY REQUIREMENTS

+/- 1 year in a similar environment

Working on trading/dealing desk

Portfolio and execution management systems / Bloomberg

Microsoft office

COMPETENCIES AND PERSONAL CHARATERISTICS	KNOWLEDGE
<ul style="list-style-type: none"> • Aptitude for figures • Work under pressure • Excellent time management skills • Attention to detail • Interpersonal understanding • Teamwork • Affable character • Integrity • Detail orientated • Responsible 	<ul style="list-style-type: none"> • Knowledge of financial markets • Knowledge of a trading/dealing desk



KPA/ STRATEGIC BUSINESS DELIVERABLES

Dealing

- Timeous implementation of all trades at optimal price levels, for multiple funds/teams
- Capturing of unit trust trades and switches
- Build relationships with brokers and PMs

Post trade

- Booking of trades into Bloomberg to allocate to portfolios
- Work with PM's and fund operations in troubleshooting/query handling between trade and settlement

Cash management

- Work with PM's and fund operations to ensure cash yield is optimised in all portfolios
- Capturing call trades, overdraft management

PM and Trading System

- Optimise use of Bloomberg AIM, CURO reporting and in-house implementation sheets
- Identify areas of improvement on systems and processes
- Special projects for any asset management system related issues.

PM/Analyst Support

- Liaise with brokers/relationship managers in arranging analyst meetings, roadshows etc

Reporting

- Reporting on brokerage allocations, rating of execution by various brokers in determining brokerage allocation

Compliance

- Maintain communications with compliance relating to possible breaches and the rectification of such

General

- Keep a pulse on markets and flag anything potentially important to PM's/Analysts