

JOB DESCRIPTION

Role: Client Relationship Officer (to include Senior Client Relationship Officer and Trainee Client Relationship Officer roles)
CRO (SCRO/TCRO)

Reports to: Managing Director, Anson Fund Managers Limited
(Local report Group Financial Controller for Fareham-based staff)

Job Purpose

Anson Fund Managers Limited is a niche provider of administration, accounting, valuation and secretarial services to all types of Guernsey domiciled investment funds and associated companies, be they open-ended or closed-ended or listed on the London main markets and AIM, Irish, Channel Islands and Euronext stock exchanges.

Your primary duty will be the day to day administration of a proportion of the client fund business of Anson Fund Managers Limited. You will be supported by an operations team and an accounting/ bookkeeping team. You will report to the Managing Director of Anson Fund Managers Limited.

Detailed job description

Relationship management

The maintenance of good business relationships with our clients is key to our success. You will be expected to build and maintain a professional relationship between Anson Fund Managers Limited and the boards of our client funds, the investment managers, the custodians (where applicable) and other third parties working with us to provide services to our clients.

Corporate Governance and Company Secretary

You will ensure that funds within your portfolio comply with the corporate governance standards applicable to the fund and as agreed by the board of directors.

You will ensure that your funds comply with disclosure requirements and deadlines set out for the fund.

You will ensure that the board of each fund meets in accordance with the agreed schedule of meetings. You will oversee the production of Board Packs for quarterly board meetings on a timely basis and will prepare the minutes of the board meetings, thereby ensuring that the records of the fund accurately record the resolutions of the board. For Fareham-based staff, this will involve travelling to Guernsey to attend the board meetings. You may also be required to travel to other locations to attend board meetings.

You will manage the holding of shareholder or other company meetings (including but not limited to audit and management committees) and the recording of resolutions made at such meetings.

You will ensure that each fund complies with all of its all stock exchange listing, regulatory, legal and fiscal obligations. You will also supervise the drafting and release of certain company announcements to stock exchanges by the operations team.

Accounting, bookkeeping and valuations

The accurate recording and reporting of transactions is a hallmark of the service provided by Anson Fund Managers Limited. We have dedicated and specialised staff who undertake the bookkeeping function but you will liaise with the accounts team to ensure that the accounting records of your funds are accurate and up to date.

You will monitor the processing of regular net asset valuations for funds within your portfolio by the operations team, ensuring that the valuations are prepared and available on a timely and accurate basis.

You will oversee the calculation of fund expenses, arranging for the expenses to be approved in line with processes established by the fund board and ensuring that the expenses are settled correctly and on time.

Our accounts team prepare the annual audited report & accounts, half yearly accounts and any other reports in accordance with generally accepted accounting standards and regulations and within statutory or other deadlines set out for the fund. You will project manage the production of these reports and will carry out the final checks on the accounts themselves. You will also work with colleagues, the fund board (particularly the chairman) and the investment manager to prepare disclosure information required for the accounts.

Administration

You will be oversee aspects of the day to day administration of the funds, including dealing with the purchase and sale of investments by the funds, the paying of dividends and generally assisting the fund boards. You will be supported in this work by the operations team.

You may be asked to undertake other administration or special projects from time to time.

As an intrinsic part of this role, the job holder will from time to time be required to travel from their usual place of work to other Anson Group locations. This will require the job holder to travel by aeroplane and to stay overnight in the other location for one or more days.

Anson reserves the right to vary this job description at any time.

Core Skills and knowledge

You may have or be working towards a professional qualification (such as Chartered Secretary) or hold a relevant degree and have experience in company secretarial practices or investment fund administration.

You should have a good understanding of company law and corporate governance principles.

You should ideally have a good understanding of stock exchange listing rules and obligations.

You will be able to maintain a professional approach to all aspects of work.

You will be a team player and also be able to lead effectively in difficult situations.

You will maintain an enthusiastic approach to all activities undertaken.

You will dictate letters, board minutes, long emails and other correspondence that can be efficiently created by the secretarial resource.

Date of last update: 2 June 2009
Updated by: Trevor A Giles

The Anson Ethos

Anson's reputation is built on its ability to deliver a highly professional service in a timely, efficient and accurate manner.

Anson achieves this by all of its staff working together as a team, thinking and planning ahead so that the might and capability of the team is greater than the sum of its parts. Anson strives to deliver a proactive service to its clients, a service based on the collective knowledge and experience of its staff.

When problem solving the Anson approach is to look outside the box and look round corners. We analyse problems to see what actually is broken and we will be innovative when suggesting solutions. At Anson we take pride in finding new and exciting solutions to old problems.

The Anson Culture

There is a special culture ingrained in everything we do at Anson. No one delivers second best. Frequent clichés heard include '*one person does - and another person checks*' or '*attention to detail is of paramount importance*' and '*if you do not understand something, ask*'. We share our knowledge and support each other, and we all work together as one team to ensure each client receives the best service possible.

All new staff are actively encouraged to embrace this culture in everything they do, and it is a pre-condition for joining the permanent staff.

Anson provides comprehensive training to all staff supported by numerous written procedures. As new tasks and procedures arise, the relevant staff are trained to understand them. Certain tasks are identified as only to be performed by particular trained and experienced people so as to ensure a first class delivery of service which protects not only Anson's reputation but also that of the client.

At Anson, we don't just *think* we know something, we *know* we know something.