

A full-time Investment Dealer is required to join a small and well-established dealing team within McInroy & Wood Limited a leading independent private client investment manager based in Haddington, East Lothian. McInroy & Wood manages £2 billion worth of clients' investments, which are invested directly around the world. We are proud of our collegiate approach and strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues.

Key Attributes

Based in Haddington, as an Investment Dealer, your primary responsibility will be to execute investment decisions made by investment managers, ensuring that transactions are completed efficiently and in compliance with all regulatory requirements. The successful candidate will receive training as well as mentoring, and support in completing professional qualifications.

Working in a largely private client environment, the successful candidate will have a meticulous nature, complete their work efficiently, and be comfortable working with numbers and financial information. They will be proactive and use their initiative to consider ways to enhance the department's performance and contribute to the firm's broader success. Strong communication skills are essential. Applicants should be equally capable of working independently or collaboratively as part of a team.

Key Responsibilities

- Execute all instructed client and fund trades in international bonds, equities and collectives in line with market and third-party deadlines.
- Communicate daily with counterparties and third-party vendors to expedite timely settlement of trades.
- Maintain up-to-date client data required to review portfolios, such as stock restrictions and ISA requirements.
- Timely and accurate processing of daily administrative duties, such as client cash monitoring and Fund Trading reporting to all custodians.
- Assist the Investment Managers with the review of client portfolios.
- Prepare dealing plans for new and existing portfolios.
- Calculate and review Capital Gains Tax data.
- Suggest improvements to enhance overall process efficiency and ways of working.
- Perform ad-hoc tasks and contribute to project work as required.

Essential Competencies & Skills

- Considerable experience in a similar role or an undergraduate degree (or predicted degree classification) of 2:1 or above in any discipline.
- Excellent attention to detail and ability to work to a high standard of accuracy.
- Strong numerical and problem-solving skills.
- Organisational skills and the ability to meet deadlines and manage multiple tasks.
- The ability to work independently and as part of a team with a proactive and flexible approach.
- Excellent communication and interpersonal skills with the ability to deliver clear, concise information.

Preferred Competencies & Skills

- Understanding of financial markets, including foreign exchange
- Understanding of investment instruments, e.g equities, bonds, funds
- Understanding of Capital Gains Tax
- Proficient in Microsoft Excel

What we offer

Holidays:	25 days per year, increasing to 30 days depending upon time spent with company.
Pension:	Group personal pension scheme, defined contribution. Company contributes 7% of salary p.a. We offer a pension salary exchange arrangement to all active scheme members.
Healthcare:	Private healthcare insurance.
Life Assurance:	4x Death in service.
Training:	All training costs and professional qualifications will be covered by the Company.
Social Commitment:	Opportunity of paid leave for volunteering and charity work.
Workplace:	A friendly, supportive environment in bright and modern office premises. Free on-site car parking with access to an EV charger.
Hybrid Working:	Upon completion of training, there is the opportunity to transition to our hybrid working model, requiring 3 days per week in the office.

Closing Date 16 March 2025