



Distributor Services Administrator Distributor Services - TA

**Temporary
Dublin**

Job Purpose

To complete all Distribution activities on distributing funds for the Global Products Fund Range (GPR) & the Invesco Perpetual (IP) Fund Range within key timeframes.

Key Responsibilities

Money Movement Processing

- Quality check money movements completed by the Hyderabad Distributions Team. Secure A & B signatories for money movements and deliver to Trustee in a timely manner.

Investment Trust Processing

- Fund distribution processing of investment trusts for the Invesco Perpetual Fund Range including daily monitoring of bloomberg and reconciliation of all income distributions

Query resolution

- Resolution of queries from Agents & Clients, Trustees and other Invesco Offices in relation to distribution rates, distribution amounts, payment details, reinvestment options, etc.

Returned Distribution and Income Payments

- Complete all required actions to manage returned/rejected distribution and income payments including re-issuing the payments to Clients

Third Party Relationships

- Liaise with third-parties (i.e. Trustees, banks) to ensure accurate payments are actioned promptly
- Liaise with Hyderabad Client Finance Team re returned distribution payments / tax liability for IP clients / distribution reconciliations
- Work closely with colleagues from the Hyderabad Distributions Team including the provision of Oversight where applicable

Reporting

- Prepare timetable for Distributions and advise the relevant offices
- Daily/Weekly reporting of statistical & KPI information to Management
- Maintain and report team performance to management using statistic.

Other processing:

- Assist with the management of the Unclaimed Distributions process
- Prepare Inland Revenue submissions
- Complete Irish/ Italian Resident tasks
- Processing tax reclaims on PEP and ISA client accounts

Other:

- Participate in & assist with any projects as requested by Team Leader
- Escalate any issues to Team Leader
- Highlight procedural changes or proposed changes to Team Leader
- Escalate and document any Incident / Complaint / Error to Team Leader
- Ad hoc Project Work

Experience, knowledge and Qualifications required

- Experience in the Transfer Agency activities within Financial Services Sector (2 years minimum)
- Understanding of a Distributions process - direct experience an

Your next step?

Email your full CV and covering letter to:
recruit@dub.invesco.com

Or alternatively, post your application to:
HR Department,
Georges Quay House
43 Townsend Street,
Dublin 2,
Ireland

Closing date for applications:
29th April 2011

No agencies please

www.invesco.co.uk/careers

advantage

- Prior experience with Invesco Perpetual & Global Product Range Products an advantage
- Excellent computer skills (MS Word, Excel)
- Knowledge of GFAS (Global Fund Administration System) an advantage
- Completion of 3rd Level Education - preferably in Business/Finance
- Certificate in Mutual Funds an advantage
- Ability to work under pressure and adherence to strict deadlines is essential
- Problem solving approach / Attention to detail (Essential)
- Works on own initiative
- Excellent interpersonal skills
- Ability to work both independently and as a team member
- Positive approach to busy periods
- Excellent organisational & communication skills
- Takes responsibility for own and teams work
- Strong communication skills (verbal/written)

Flexible and open to change