

Job Description

Title: Intermediary & Investment Product Executive

Location: Dublin, Ireland

Reporting to: Head of Investment Products & Client Asset Manager

Cantor Fitzgerald

Cantor Fitzgerald Ireland is part of leading global financial services firm Cantor Fitzgerald. Cantor Fitzgerald has offices and trading desks in all major financial service centres throughout the world. We specialise in equities, Investment Banking, Real Estate, Fixed Income and Currencies. Cantor Fitzgerald's affiliate businesses include: BGC Partners, Inc. (BGC), Newmark (NMRK), and GFI Group (GFI). Cantor Fitzgerald Ireland provides a full suite of investment services, primarily wealth management, fund management, debt capital markets and corporate finance. An exciting opportunity has arisen for an Intermediary & Investment Product Intern.

Role Summary:

The Intermediary & Investment Product Executive will be conducting a full review on Intermediaries that have agreements in place with Cantor Fitzgerald. Review will include investment analysis both current and historic along with the information held on file. Analysis on the Irish Intermediary Market will also be included. In conjunction there will be several additional projects being run with our Client Services Department to include client data gap analysis, credit union analysis as well as investment reviews and data mining.

Key responsibilities:

- Formulate and define data gaps within our data
- Liaise with necessary parties to collect this data.
- Review of the different levels of authorisation for Intermediaries and ensuring these are still in place.
- Conducting reconciliations daily & before strike of book builds for Investment Products
- Ensure daily, weekly and monthly reporting is carried out as per business requirements
- Maintain and update all relevant databases with relevant customer information .
- Responsible for onboarding and updating client accounts including AML & KYC due diligence and coordination with other areas of the firm where necessary e.g. Compliance, Operations
- Ensuring daily, weekly, and monthly reporting is carried out as per business requirements
- Analysis of Intermediary investments across the suite of asset classes that Cantor has to offer.
- Responsible for updating client static data in accordance with authorised signoffs
- Ensure defined escalation process is adhered to in order to resolves complex queries
- Responsible for identifying any productivity and quality improvement measures and flagging to senior team members
- Keeping accurate records of all activities pertaining to the role including detailed information on Intermediary instructions, broker queries, outstanding problems & executive approval.
- Ensuring adherence to internal policies and controls including frequent review of procedures to ensure any updates/changes are incorporated.
- Identifying any productivity and quality improvement measures as result of review and flagging these to Head of Department

Skills & Competencies

- Has a “can do” attitude to change
- Is assertive and expresses opinions and argues them concisely, tactfully, and persuasively to influence at all levels of the organisation
- Uses experience, knowledge, and judgement to influence and deliver upon objectives
- Builds a sense of teamwork on his or her team and within/between groups
- Strives to improve him/herself and the Firm and actively seeks feedback from peers and management

Requirements

- 3rd Level Degree in Business, Commerce or related field
- Strong numeracy skills
- Proficient in Microsoft Office especially Excel
- A good understanding of operational risk
- Ability to demonstrate problem solving skills and to manage and resolve queries independently
- Ability to work under pressure and maintain high standards when dealing with tight deadlines
- Strict attention to detail
- Clear communicator, both written and verbal
- Strong teamwork skills
- Flexible and open to change