

Hargreaves Lansdown, Role Profile and Person Specification

Role Profile

Job Title: FundsLibrary Data Manager	Hours of Work: 37.5 hours per week
Department: FundsLibrary	Salary: £17,000 - £25,000

Summary:

Data Managers within FundsLibrary will be required to maintain a selection of key relationships with Funds groups to ensure regular delivery of fund information to the FL database. Responsible for ensuring each group's data is correctly uploaded onto the database.

Key Duties & Responsibilities

- Ensure Static data, monthly yield figures, portfolio data and all relevant documents are updated each month for the relevant fund groups attributed to that person.
- Work with team to ensure SharesLibrary documents are up to date

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good A Levels, Grade C or above• A degree of any discipline.	<ul style="list-style-type: none">• Excellent A Levels, Grade A/A*• A finance or IT related degree
Knowledge	<ul style="list-style-type: none">• Competent computer user; proficient with Microsoft office• Good knowledge of financial products	<ul style="list-style-type: none">• Extensive knowledge of financial markets and in particular mutual funds, ETFs and VCTs.
Experience	<ul style="list-style-type: none">• Experience of holding positions of responsibility (work or non-work related)	<ul style="list-style-type: none">• Experience of working to a monthly schedule and time constraints.
Competencies	<ul style="list-style-type: none">• Excellent written and numeracy skills• Ability to prioritise workload and meet deadlines• Ability to use initiative	<ul style="list-style-type: none">• Confident using Microsoft Excel and its' various functions
Attributes	<ul style="list-style-type: none">• Ability to work and perform in a high pressurised environment.• Confident.• Hardworking.• Customer service-focused.• Reliable and trustworthy.• Understanding of client confidentiality.	<ul style="list-style-type: none">• Initiative to work unsupervised• Driven, creative and innovative• Able to work as part of a team whilst meeting individual and team targets

Written by: Head of Data Management

Authorised by:

Date: June 2013