



Role Profile

CASS Operations Associate

Location

Gloucester, GL3 4AH

Salary

Competitive Salary DOE

Contract Type

Permanent / Full-Time

Blackfinch Group is an award-winning investment specialist with a heritage dating back over 25 years. A trusted provider, we work in partnership with advisers. Our businesses cover tax-efficient solutions, early stage investing, managed portfolio services, property financing and renewable energy. As an environmental, social and governance (ESG) investor, we work for a positive impact. We're proud to be entrusted with over £550 million in assets under management and administration.



Purpose of Role

As a CASS Operations Associate you will support the business and be responsible for providing CASS technical support and management, contributing to the development of your own and team's technical acumen, including responding to changes in CASS and other related regulations.

Key to success will be your ability to apply your knowledge and understanding of CASS rules to our business, as well as review and enhance client money control frameworks across all our platforms.

Delivery of day-to-day business as usual tasks including internal and external CASS reconciliations, running audit requests and delivering quality management information with a view to automate or restructure time-consuming tasks to reduce this burden on the team.

Key Accountabilities

- Working with the Client Accounts Manager ensuring receipting of client's funds into Sage, processing client's funds and process adhoc withdrawals.
- When the business is Dealing, work with the Client Accounts Manager to deal client's money into our products.
- Working with the Client Accounts Manager perform daily cash reconciliations, complete asset reconciliations twice a month and collate cash reports monthly for client accounts which are used for monthly CMAR reporting.
- Alongside the Client Accounts Manager provide accurate and relevant MI and reporting to senior management and committee groups.
- Act as a subject matter expert in relation to the operational effectiveness of the CASS controls and governance and provide subject matter expertise on CASS to support the education and training of the wider business.
- Develop, review and challenge business processes and controls to ensure they are in line with the CASS requirements.
- Assist the Compliance Officer in investigating and resolving breaches and undertake root cause analysis.
- Perform regulatory change impact analysis / horizon scanning and report to the Compliance Manager findings and recommendations.
- Support any adaptation and implementation of automated solutions across CASS governance.
- Provide assistance to the Compliance Officer when dealing with both the regulator and external audit.
- Work with the wider operational teams on new product releases.

Skills & Experience

- Detailed knowledge of CASS rules.
- Experience of working within Financial Services with cash and stock reconciliations.
- Strong communication and influencing skills to ensure effective stakeholder management.
- Strong analytical skills, both quantitative and qualitative.
- Self-motivated, enthusiastic, responsible, with excellent attention to detail.
- Excellent written and verbal communication skills.

If you think you have the skills and experience we're looking for, we would love to hear from you. Please upload your CV and record responses to a few questions using the 'APPLY NOW' button below. The hiring manager for this opportunity will review your CV and responses and will contact you shortly.

[**APPLY NOW**](#)

If you require any further information about this role, we're here to help, contact us on **01452 717070**.

Our Values

At Blackfinch we're working to make a difference in the world. We partner with advisers to meet client and business aims. Inspired by the work of Charles Darwin, we're named after one of Darwin's finches, which influenced his theories of evolution.

Our values of 'adapt', 'evolve' and 'thrive' run through everything we do. We continually adapt to changing markets, providing evolved products so that our customers can thrive. These values inform our work as an ESG investor, working towards a more sustainable future.



Offering a supportive environment, championing continuing professional development and sponsoring staff for qualifications.



One of the friendliest businesses in financial services, supporting our people, customers and investee companies.



Providing opportunities to progress plus to take up benefits, and to get involved in sponsorship and charity work
