

## Junior Settlements Administrator

Caxton FX is looking to recruit a Junior Settlements Administrator to manage all incoming funds from clients, and ensure that payments are processed compliantly and correctly.

### The Role

This is a good opportunity for a process-driven individual to kick-start their career within a fast growing foreign exchange business at an exciting period of international growth.

Reporting to the Settlements Manager, and working in a close-knit team, you will be responsible for processing a high volume of transactions to tight deadlines on a daily basis, ensuring customer satisfaction and that KPIs are met.

### Key Responsibilities

- Payment processing, which consist of funds transmission input and back office system handling
- Maintaining bank account entries and managing the daily "cash funds in" and "cash funds out"
- Download all account statements (USD, EUR, GBP) from the previous day for record keeping and payment processing reconciliation
- Conduct Inter-account bank transfers (IAT)
- Maintain private and corporate client records in the back office system
- Maintain funds book and allocate trades against the deal book and back office system
- Process payments via BACS, CHAPS or SWIFT
- Deal with our counterparty on low level queries
- Regular communication with account managers, RBS or other financial institutions\

You will be smart, energetic and have good communication and numeracy skills, in addition to basic Excel. Working calmly under pressure and solving problems will come naturally to you. Equally important, is your ability of paying attention to detail and accuracy in inputting financial data.

### About the company

Caxton FX is a multi-award winning foreign exchange company that has become an entrepreneurial success story. From launch our ethos has been to offer great customer service and great value for money. Our growth is testament to the fact that we have delivered on that vision from day one.

Caxton FX was founded in 2002. Since then, it has grown from one man and a phone to a business that turns over circa £1 billion. Our analysts are widely quoted in the UK press on currency issues and with over 200,000 clients Caxton FX has been defined as one of the 50 businesses leading Britain.

At the heart of our success is our people. Caxton FX is a people business and our successful growth has largely been a result of the outstanding relationships we have established with our growing base of customers.

The Caxton culture is open, honest, hardworking, professional and fun. With approximately 90 staff the company is going through an important growth phase which is focused on new product launches and geographical development. We want to hire the very best people to support our ambitious growth plans. Through educational and training initiatives we support each individual throughout the development of their career with the intention of stretching each one to a high standard of excellence.

### Benefits

A competitive salary dependent on experience

20 - 25 days annual leave+

Contributory pension scheme (from 1st April 2015)

Choice of private medical insurance or health cash plan

Cycle to work scheme

Childcare vouchers

Educational bursary to support professional development

### Work environment

A dynamic open plan environment in the heart of central London

Free breakfast; fruit delivered weekly and cakes on your birthday.

Regular social events - including Vodka rounders in Hyde Park, regular table tennis competitions and Christmas Party

Games room with table tennis table

+ *Dependent upon previous experience and length of service*