Longview
Asset Management Ltd.

Client Services & Administration - Detailed Job Requirements

- Client support:
  - Assist clients with a wide variety of day-to-day requests, often acting as their first point of contact

- Client accounts:
  - Liaise with clients and custodians
  - Complete new account documentation, including Know-Your-Client forms
  - Manage transfers into and out of accounts
  - Ensure all client documentation is complete and accurate on an ongoing basis
  - Ensure CRM (Client Relationship Management) system is up to date and accurate
  - Manage the content on Longview's client portal

- Securities trading:
  - Calculate the number of securities to be traded
  - Allocate block trades to individual client accounts
  - Upload trading activity into portfolio system
  - Set-up automatic securities pricing and dividend updates
  - Prepare trade confirmation tickets and send to custodians

- Daily trade settlements and reconciliations for all trading:
  - Liaise with traders, brokers and custodians to facilitate investigation and resolution of any settlement issues

- Cash management:
  - Execute cash and cash equivalent trades
  - Track pre-authorized client auto-debits and update portfolio system to ensure liquidity
  - Proactively monitor accounts for any overdrafts or excess cash balances

- Foreign exchange trading:
  - Send requests to custodians, confirm execution and update portfolio management system

- Communications:
  - Prepare presentation materials, reports and letters for clients, prospects and other third parties
  - Prepare internal reports, including reports on client weightings, investment performance, assets under management and brokerage commissions paid

- Team Work:
    - Build and maintain a close, supportive, day-to-day relationship with everyone at Longview, in particular the other Client Services & Administration team members and Longview's Chief Operations Officer
    - Provide internal transparency on client interactions with the Longview partners managing client relationships
    - Work on ad hoc projects with other members of the Longview team as required

- Self & Firm Improvement:
    - Be aware of the broader context and purpose of your role
    - Actively seek to improve your personal knowledge and capabilities
    - Actively seek to help the firm avoid errors and improve its processes, client service and financial performance