



**Q. What is your job title?**

**A. Client Relationship Manager – Fund Administration**

**Q. Briefly explain what your job entails.**

- A.** The role of a Client Relationship Manager entails a very large number of tasks, to name but a few;
- Preparing and organising Board meetings for which I, or another member of my team, would write the minutes.
  - Maintaining company registers
  - Liaising with investors on subscription, due diligence, drawdowns and distributions and general queries
  - Liaising with Fund Managers and Directors on investments and the general running of the Funds which my team administer.
  - Working with accounts team on audits and accounts distributions.

**Q. What was your study route (Further Education, Higher Education, professional qualifications)?**

- A.** Primary education: St Mary & St Michael Catholic Primary School
- Secondary Education: Les Beaucamps
  - A Levels: Grammar School
  - Diploma Trinity College London - Cello Musical Performance
  - BA Hons degree in Photography from Portsmouth University
  - ICSA Certificate (one exam away from completing ICSA Diploma)

**Q. What were your favourite subjects at school and do you think they have helped in your chosen career? Are there any other subjects that have helped you?**

**A.** My favourite subjects at school were Art, Photography, Music and French. I don't think that these subjects have necessarily assisted me in my career; however they have made me more rounded as a person.

**Q. What do you like best about your job?**

**A. My favourite part of my job is the client facing aspect, which has allows me to build strong working relationships with clients and other professionals in the industry.**

**Q. Do you have the opportunity to study through your work? If so, what are you/have you been studying/studied?**

**A. Yes (BBP Certificate in Fund Administration, ICSA Certificate & ICSA Diploma)**

**Q. Would you recommend a career in the finance industry in Guernsey to young people, and why?**

**A. Yes I would definitely recommend a career in finance, the roles in the industry can be very varied with many possibilities for future career paths and progression once you have a general grounding in the sector.**

**Q. What is your advice to school leavers?**

**A. Be prepared to keep learning, businesses are more and more interested in building their companies by developing their junior staff, through professional qualifications.**

**The industry is constantly evolving and adapting to new legislations and initiatives so there will always be something new and interesting to sink your teeth into.**