



**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.