

Legal and Admin Executive

About the Role

This is a broad role supporting the co-founders and other staff with developing a good business and regulatory foundation. You'll be expected to have or develop a good understanding of trade and transaction reporting globally, supported by an understanding of a variety of financial products and how they interact with these requirements. You should be willing to roll up your sleeves and help out with a variety of tasks and demonstrate a can-do, as well as possess a forward-thinking attitude.

Primary Duties

Primary responsibilities	
The employee will be responsible for the following tasks in respect of all global reporting products:	
Task	Description
Legal agreements	<ul style="list-style-type: none"> • Develop, negotiate and maintain appropriate legal agreements with: <ul style="list-style-type: none"> ○ Clients ○ Suppliers ○ Referrers ○ Third parties ○ Insurers
Regulatory Analysis	<ul style="list-style-type: none"> • Assist the IT and reporting staff with analysis and interpretation of existing and upcoming trade and transaction reporting requirements. This will involve review and understanding of laws and regulations in a number of jurisdictions including the UK, Europe, Australia, Singapore, Canada and others. • Understand a variety of financial products across a variety of jurisdictions, including over-the-counter and exchange traded derivatives (options, forwards, swaps, CFDs, margin FX), shares and bonds.
Regulatory updates	<ul style="list-style-type: none"> • Staying abreast of worldwide trade reporting legislation, participating in industry bodies (including preparation of responses to consultation papers from regulators), synthesising the information, and providing support to the business in implementation. This will also require interaction with clients and other staff on technical questions relating to the reporting requirements across jurisdictions. • With the benefit of the regulatory analysis above and in conjunction with the Marketing Manager, drive the development of communications collateral, including website articles, events and conferences, client alerts, media contributions and blog articles. • Developing regulatory communications strategy for existing clients (ASIC, EMIR, MIFIR, SFTR, Best execution) – including regular communication requirements for breach and error reporting; single sided relief; handback checking; reporting checks; common errors.
Client support	<ul style="list-style-type: none"> • In addition to supporting clients on legal matters, the Legal Counsel is required to ensure products are effectively maintained so that they are compliant with regulation • Liaise with the IT team to ensure clients are updated on any reporting process changes due to regulatory updates

Admin support	<ul style="list-style-type: none"> • Prepare documentation for various purposes including obtaining government grants (i.e. EMDG and ATO R&D grants) and incorporating subsidiary companies • Legal entity identifier (LEI) applications and renewals on behalf of clients • Assist CEOs and executive staff with general administrative tasks • Ensure client details are up to date across company systems
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Secondary responsibilities • Assist and cover for marketing and accounts staff	
Task	Description
Marketing	<ul style="list-style-type: none"> • Post new content to website • Post on all social accounts • Maintain and update social media pages where necessary
Accounts	<ul style="list-style-type: none"> • Prepare billing and send to clients • Assist with taxation matters • Reconcile accounts receivable and payable • Draft social media copy for review by Marketing Manager

<p>Skills</p> <p>Able to manage numerous tasks, display all-round capabilities and be eager to learn and grow with the company. The ideal candidate will be able to work independently and, in a team, and enjoy working directly with clients when necessary.</p> <p>TRAction requires the following experience and attributes:</p> <ul style="list-style-type: none"> • Appropriate tertiary qualifications and experience • Demonstrate initiative and positive professional attitude • Attention to detail and project management skills • Clear communication skills especially in documentation and liaison • Excellent technical, analytical and trouble-shooting skills • Ability to work under pressure and prioritise tasks
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