

## Systems Administrator

We are looking for a Systems Administrator to join our IT team based at our London office, there may occasionally be some travel to attend our Guildford office or relevant meetings, generally in the UK. The role involves hybrid working at least three days office based.

The successful candidate will report to our Head of IT and will be responsible for the day-to-day delivery of IT, ensuring all systems are fully functional, providing helpdesk support and other related activities.

If you are interested in the role, please send your CV (together with details of current salary) to:

Emma Burgess, HR Associate  
HR@premiermiton.com



### Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

**Principal Responsibilities / Deliverables**

Responsibility	Associated Tasks / Deliverables
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Provide local and remote support to approximately 170 users, Help Desk / 1<sup>st</sup> line support, troubleshooting of faults.</li> <li>• Update and close help desk tickets in a timely manner.</li> <li>• Installation of hardware (Desktops, telephones and other peripherals as required), cabling and software.</li> <li>• Creation and maintenance of system images</li> <li>• Provide server support where necessary</li> <li>• Maintain supplies for printers, re-stock and handle maintenance requests</li> <li>• Support video conferencing systems</li> <li>• Support MDM solutions</li> <li>• Support the roll-out of new applications &amp; systems</li> <li>• Monitor and test back-ups (daily, weekly, monthly, etc.)</li> <li>• Liaise with external support providers as and when necessary.</li> <li>• Maintain hardware and software inventories in conjunction with the rest of the IT team</li> <li>• Create, maintain &amp; update documentation as required.</li> <li>• Dealing with joiners/movers/leavers</li> <li>• Provision of data and statistics as required</li> <li>• Provide cover for other IT team members' absence.</li> </ul>
<b>Individual Conduct</b>	<ul style="list-style-type: none"> <li>• Act with integrity.</li> <li>• Act with due care, skill, and diligence.</li> <li>• Be open and co-operative with the FCA.</li> <li>• Pay due regard to the interests of customers and treat them fairly.</li> <li>• Observe proper standards of market conduct.</li> </ul>

**Education, Experience, Skills and Abilities**

	Essential / Desirable
<b>Education / Qualification</b> <ul style="list-style-type: none"> <li>• Relevant IT Qualification and / or professional qualification (experience in lieu accepted)</li> <li>• Relevant IT experience.</li> </ul>	 E  E
<b>Experience / Knowledge</b> <ul style="list-style-type: none"> <li>• Solid understanding and practical knowledge of networking including TCP/IP, VLAN's, VPN's, etc.</li> <li>• Knowledge and experience of Windows Server 2012 and beyond, Windows 10. Microsoft Office/Microsoft 365, Azure, SQL Server, Active Directory, DNS, DHCP, PowerShell.</li> <li>• Good understanding and awareness of Security and Firewalls, etc.</li> <li>• Salesforce/Pardot knowledge</li> <li>• Clear understanding of the FCA principles and rules concerning IT.</li> </ul>	 E  E  D D D

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills;</li> <li>• Extremely organised with a keen eye for detail;</li> <li>• Strong relationship management skills for liaison with internal colleagues and suppliers;</li> <li>• Excellent communication skills – both written and verbal;</li> <li>• Self-starter, ability to use own initiative</li> <li>• Ability to manage tasks to completion.</li> <li>• <b>Ability to work as part of a team.</b></li> </ul>	<p>E E E E E E</p>
<p><b>Characteristics</b></p> <ul style="list-style-type: none"> <li>• <b>Ability to work under considerable pressure and adhere to strict timescales.</b></li> </ul>	<p>E</p>

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### Other Information

The role will be based in the London office, however, regular travel to our Guildford office will be required to provide cover and ensure familiarity with both sites. (Approximately two/three times per month).

The department provides support from 07:30 to 18:00 Monday-Friday on a rota basis. Flexibility will also be required on occasion – for example, weekend working for maintenance, desk moves, etc.

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