

Business Support - Governance Administrator

About Us

Handelsbanken Wealth & Asset Management is a wholly-owned subsidiary of the Handelsbanken Group and is responsible for all wealth and investment management activities of the Group in the UK. Founded in Sweden, Handelsbanken is one of the world's strongest banks and offers local relationship banking, advice and investment management to personal and corporate customers through its fast-growing network across the UK. For over 30 years we have been relied on by our customers, including business leaders and sophisticated financial professionals, to advise them and to manage their wealth. We focus on one objective – customer satisfaction – since a satisfied customer will be happy to both return and to recommend us.

This is an opportunity to join a successful and fast-growing national organisation with the added benefit of being part of a significant multinational group.

Handelsbanken Group are deeply committed to embedding good equality and diversity practice into all of our activities so that Handelsbanken Wealth & Asset Management is an inclusive, welcoming and inspiring place to work, regardless of age, disability, pregnancy and/or parental status, ethnicity, religion, sex, gender reassignment or sexual orientation.

We encourage and welcome applications from across the global community and all appointments are made solely on merit.

Salary & Benefits

- Competitive market rates
- Group personal pension scheme, private medical insurance, life insurance, income protection insurance, preferential staff rates, 25 days holiday, season ticket loan, long term profit sharing scheme

Our Role

We are looking for an Administrator to join the Business Support – Governance team in Tunbridge Wells. The Governance team has been established over the past year or so and as part of its evolution we are now looking to create a new role to provide administrative support to the firm's Business Systems owners.

With increasing regulatory focus on areas like Operational Resilience it is even more important to ensure we can continue to provide excellent customer service through effective governance and control. This will be a coordination role ensuring key tasks have been completed by the business areas responsible to the correct company or regulatory standards and timeframes.

The key governance tasks include:

- Risk Assessments
- Due diligence
- Contracts
- Business Continuity Planning
- User access
- Service Level Agreements (SLAs)
- Exit strategies

This is a fantastic opportunity for the successful candidate to help define and establish this new function which plays an important role in the growth of our business by ultimately making sure we can continually operate and service our clients in a resilient manner.

Main Responsibilities

- Ensure that the Business Systems governance data is accurate and up to date at all times.
- Ensure all relevant supporting documentation is complete and accurate and stored centrally.
- Any actions arising from the regular tasks are documented and tracked to completion.
- Production of Management Information
- Build relationships with Business System owners
- Collaborate with the Business Partners team on the co-ordination of the tasks where necessary
- Assist other key functions from time to time including:
 - Data Governance
 - IT Governance
 - Internal and External audits

Person Specification

The role requires first class organisational and action planning skills as well as confidence in dealing with people at all levels across all areas of the firm.

Interpersonal skills:

- Excellent organisational skills
- Strong written and verbal communication skills
- Good attention to detail
- Self-confident, self-motivated and ability to work unsupervised
- Ability to maintain confidentiality

Academic:

- Minimum GCSE Grades A-C in Maths & English or equivalent

Experience:

- Experience within financial services preferably the Wealth Management sector and within similar governance \ Business Support functions

Future Development

Potential options for career development would be to become a Business Support Governance Manager particularly in Operational Resilience.

Contact

Please send your CV and covering letter to careers.hwam@handelsbanken.co.uk