

## Associate Client Director – Private Office

### 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 recruiting for an Associate Client Director to join the Handelsbanken Wealth Private Office client support team to provide efficient delivery of services to regulated advisers and their complex clients. This role will be based in our London office with the occasional requirement for the successful candidate to travel to the other office located in Tunbridge Wells.

### Main Responsibilities

- Proactively arranging and assisting Client Directors in the preparation of formal review and ad-hoc client meetings, to include pre- and post-meeting discussions. Attending some client meetings with Client Directors and taking minutes where agreed.
- Monitoring the progress and implementation of agreed actions from client meetings and other client contact.
- Maintaining client records including suitability, AML and KYC data; and liaising with Operations regarding data amendments.
- Building and maintaining good relationships with clients and acting as the first point of liaison for general queries. Implementing actions or, in the case of advice or dealing requirements, passing instructions to the Client Director or appropriate colleague.
- Running weekly meetings with Client Directors to support sales activities, manage pipelines, new and ongoing business, meeting actions and AML requirements.
- Assisting with the drafting and proof reading of proposal documents, route maps and advice reports for the Client Director to review and progress, including the use of FE Analytics to prepare replacement business advice. Preparing sign up documentation.
- Liaising with internal stakeholders, such as technical specialists, Investment Managers and Operations team; as well as external stakeholders, such as third parties, Handelsbanken branches and their customers.

- Preparing bespoke quarterly reports for some clients, including external and internal assets, and presenting them to the client where necessary. Liaising with other industry professionals to collate information in relation to external assets.
- Assisting with the administration of establishing structures such as FICs, FLPs and external OEICs for clients where applicable, as well as ongoing administration. To include liaising with solicitors, ACDs and external trustees; providing accountants with information to prepare the annual accounts and arranging payments of tax and third party invoices.
- Managing Private Equity investment call and distribution notices and arranging payment/funding of Private Equity investments. Maintaining and updating co-investment schedules.
- Completing static elements of Private Equity and compliance documentation, e.g. Investment Subscription documentation and accompanying AML; FATCA and CIS documentation.
- Updating and maintaining family balance sheets and gift schedules.
- Applying for and renewing annual LEI numbers and GIINs for entities where applicable.
- Developing new client opportunities for Handelsbanken Wealth Management where a Private Office service is appropriate, introducing such new relationships to Handelsbanken.

## Person Specification

- Progress towards a relevant regulated financial planning qualification (e.g. CII Diploma in Regulated Financial Planning) is preferred but not essential. The preferred candidate will have a desire to become Diploma qualified if they are not currently
- Strong numeracy skills
- Ability to work under pressure and meet tight deadlines

### Experience:

- Thorough understanding of investment and financial planning principles and processes
- Proven experience within the wealth management/financial planning sector
- Confidence to liaise with staff and external parties at all levels
- Experience of voyant / cashflow skills is desirable but not essential

### Interpersonal Skills:

- Strong written and verbal communication skills
- Self-confidence and self-motivation
- Good problem-solving and decision-making abilities
- Attention to detail and accuracy
- Time management and strong organisation
- Ability to maintain confidentiality

## Contact

Please send your CV and covering letter to [careers.hwam@handelsbanken.co.uk](mailto:careers.hwam@handelsbanken.co.uk)