Private Office 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.

Handelsbanken is offering a Hybrid Working Model. Our approach to hybrid working at Handelsbanken is that we spend the greater proportion of our working time at our workplace. Our remaining time may be worked from home. This approach allows us to embrace the many benefits of hybrid working whilst sustaining and developing our unique culture.

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

Remuneration:

Competitive + Benefits

Our Role

We are recruiting for an Administrator to join the Handelsbanken Wealth Private Office team to provide efficient delivery of services to regulated advisers and their complex clients. This role can be based in either our London or Tunbridge Wells office with the requirement for the successful candidate to travel to the other office on occasion.

Main Responsibilities

- Liaising with third parties such as external investment managers, banks, trustees, solicitors and personal assistants to collate information on clients' assets and investment transactions.
- Inputting and preparing detailed bespoke quarterly reports, and attending quarterly review meetings with the Client Director to present the reports to clients.
- Maintaining and updating private equity co-investment spreadsheets when valuations are issued, and on receipt of calls and distributions notices, to enable the production ad-hoc valuations.
- Maintaining cash flow analysis in relation to private equity investments.
- Completing static elements of private equity and compliance documentation, e.g. investment subscription documentation and accompanying AML; FATCA and CIS documentation.
- Arranging funding and payment of private equity calls.
- Assisting with the administration of corporate entities and OEICs by providing information to third parties for the preparation of annual accounts, arranging payments and liaising with external Authorised Corporate Directors (ACDs), investment managers and internal departments.

- Producing share allotment documentation for family investment companies and filing share register updates at Companies House.
- Preparing and maintaining gift schedules and family balance sheets.
- Obtaining and renewing LEI and GIIN numbers for entities where appropriate.
- Preparing custody and execution trades for submission to our dealing team.
- Providing general administration support to the Private Office team, such as preparing trades, assisting with client onboarding and maintenance.

Person Specification

- Progress towards a relevant regulated financial planning qualification (e.g. CII Diploma in Regulated Financial Planning) is not essential, but would be encouraged if the preferred candidate wished to study
- Strong numeracy skills and ability with Excel
- Ability to work under pressure and meet tight deadlines

Experience:

- An understanding of investment and financial planning principles and processes
- Proven experience within the wealth management/financial planning sector
- Confidence to liaise with staff, clients and external parties at all levels

Interpersonal Skills:

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

Contact

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