

Operations 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 & 25 days holiday

Our Role

- The Operations team in Tunbridge Wells supports the Wealth Management and Investment Management business in the provision of the administration required to provide discretionary and custody services. This includes the management of all data for the client, underlying assets held and all transactional records. We maintain the books and records used for reporting and investment, and support all services required to do this such as settlement, corporate actions, cash processing, client transfers and data set up.
- We are FCA regulated to hold client money and assets, an ISA manager, and run a full insourced nominee service to support client custody.

Main Responsibilities

- Administrative Support within Operations
- Create and maintain Client Data
- Set up new clients
- Ensure client specific data is changed and recorded accurately.
- Create and maintain Stock Data
- Set up new stocks & removing dead stocks
- Checking and monitoring stock prices on a daily basis
- Updating of manual price and yields
- Create and maintain other static data held on Handelsbanken Wealth & Asset Management Systems
- Creation of probate valuations on request
- Processing and maintenance of APS applications
- Control and manage the transfer in and out of client assets and cash

Person Specification

Interpersonal Skills:

- Is business-oriented and focuses on the customer.
- Takes a long-term approach.
- Has the courage to make decisions.
- Is innovative and proactive.
- Takes responsibility for his/her own development.
- Has high ethical and moral standards.
- Likes good administrative order and has a keen eye for detail.
- Collaborates with others to achieve joint goals.
- Contributes to the development of operations and colleagues.

Experience

- Previous experience within financial services preferably the wealth management sector and within operations, advantageous but not essential.
- Good business process and analytical skills.

Contact

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