Wealth Executive
Job Specification

Would you like the opportunity to work within a growing, dynamic, wealth management firm? We are seeking a qualified candidate to join our niche wealth management firm as a Wealth Executive, responsible for supporting the Head of MASECO Institutional and Wealth in the administrative management of MASECO Institutional clients.

The ideal candidate would be degree qualified and will possess a minimum of 18 months' experience in a Wealth Management support role within the financial services industry. With a proven ability of delivering a high level of client service, they will be experienced in handling a wide range of administrative and client support related tasks and skilled in working independently with little or no supervision.

The ideal candidate would be positive, organised and have a proven ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient with a high level of professionalism and confidentiality is crucial to this role. Expert written and verbal communication skills, strong analytical and numeracy abilities with attention to detail are equally important.

About MASECO Private Wealth

MASECO Private Wealth was founded in 2008 in the wake of the non-domicile tax rules being introduced in the UK. The Partners had previously developed the US/UK private client desk within a large Private Bank in London. They realised that as a result of these legislative changes, a different approach would be required to service the needs of US citizens living in the UK. The alternative structure needed to remain not only tax-efficient and cost effective for American individuals living in the UK but would also need to be built upon global best practices. Just 14 years later, MASECO oversees over $2.6 billion in assets for approximately 800 families.

What we do

MASECO develops and implements global, tax-efficient wealth strategies for families, trusts and foundations based in the UK, USA and internationally. Our aim is to deliver expert advice, designed to simplify and tackle the complexities associated with cross-border wealth management. We deliver comprehensive wealth management and investment advice to clients based on trust and open communication. Our mission is to guide families with cross-border economic interests to a meaningful financial future. MASECO's Wealth Management equation provides a framework for the delivery of a systematic wealth management offering:

Wealth Management = Investment Management + Wealth Planning + Relationship Management

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Our Values

MASECO has a core set of values that form the foundation of everything we do. This translates into behaviour that is consistently applied and communicated both internally among our employees and externally among our clients. We strive to provide a Phenomenal Client Experience and seek to work with individuals and intermediaries who understand and appreciate our DNA. We believe that as an organisation we have multiple responsibilities – to our clients, our employees, our suppliers and to the world around us. MASECO strives to ensure that decisions are made with these responsibilities in mind.

MASECO is proud to be the UK's first financial services B Corporation member. B Corp is an alternative vision of the role of business in society. It is an assertion that businesses can benefit shareholders whilst also solving social and environmental problems. We want to influence the way investing and charitable giving are viewed in both the financial and wider communities, and to promote the standards of accountability that being a B Corp member represents. www.bcorporation.net

Relevant Skills and Knowledge:

- Strong numerical and analytical skills with close attention to detail to maintain the highest level of service;
- Strong presentation skills and the ability to research and package information clearly and concisely for the team, wealth managers and clients;
- Deploy assertiveness skills and use initiative when appropriate to build and maintain good relationships with clients, wealth managers and colleagues across the company;
- Excellent interpersonal skills; able to listen and converse well on all levels as well as exceptional written and verbal communication skills;
- Team player with experience of working in a team environment, able to identify and help others when required;
- Efficient time management skills to plan workload and prioritise accordingly;
- Tactful, trustworthy, diplomatic and able to maintain confidentiality;
- A deep- rooted desire to continue to learn, develop and implement processes and procedures;
- Personal development focus, taking responsibility for driving forward personal and professional development in order to maximise effectiveness in this busy and demanding role and to grow within the company;
- Hold values that are in line with our own and that will help strengthen our culture

General Responsibilities

- Comply with the Financial Services and Markets Act 2000 and the relevant FCA rules at all times
- Comply with the relevant Compliance, TCF, T&C, financial crime and Anti-Money Laundering

Procedures of the firm at all times

- Keep up to date with all relevant products, legislative and technical changes, as required
- Follow appropriate ethical standards within the firm at all times
- Ensure all supporting documentation is maintained as per company procedures
- Maintain all standards of performance as required by the firm
- Ensure relevant CPD is maintained and recorded accurately

Specific Responsibilities:

- Liaising with clients on behalf of the Wealth Manager, ensuring that all communications are carried out in a professional and courteous manner;
- Assemble all necessary documentation for client meetings, not limited to presentations /meeting materials/review documentation and confidential information;
- Preparing new and maintaining existing client files for the Wealth Manager, including scanning and filing client documents, maintaining these to the company's standards and ensuring they are compliant;
- Data-inputting in the CRM system for the Wealth Manager (in-house training required);
- Liaising with platforms and service providers, on direct instruction of the Wealth Manager;
- Diary management for the Wealth Manager; liaising with the clients to arrange/confirm meetings and managing the Wealth Manager's time efficiently;
- Managing the Wealth Manager's expense claims; collating and processing;
- On occasion: coordinating travel for the Wealth Manager, conducting research, obtaining visas and currency when appropriate;
- Surprise and Delight – sourcing gifts for the Wealth Manager's clients and intermediaries, ensuring purchase records are always up to date and accurate for compliance purposes;
- Delivering a comprehensive financial planning administration service to support the Wealth Manager throughout the client onboarding process and maintaining on-going client relationships; Creating Proposals and responses to RFPs
- Preparing recommendation letters based on information provided by the Wealth Manager; RFPs
- Preparing rebalance sheets for client portfolios and placing trades for the Wealth Manager;
- Interacting with clients on behalf of the Wealth Manager, not limited to obtain information to create cashflow plans in advance of meetings and follow-up for the return of documentation;
- Creating and implementing recommendations within the scope of the role; DDQ packs sent out and completed for introducers across business MPW and MI
- Assemble review documentation and review reports required for client meetings;
- Accompany the Wealth Manager to meetings and take notes as required; Liaison with new MI introducers as important or more so than with clients
- Produce high-quality and professional client-friendly report

Education and qualification requirements:

- Possess a minimum of 18 month's experience in Wealth Management;
- University degree (2:1 minimum)
- Strong knowledge of MS Office Suite;
- CRM experience is advantageous, but training will be provided

The base compensation is per annum and a discretionary bonus plan and competitive benefits plan is offered.

The closing date for applications is open ended. Please submit your CV with a covering letter to helen.fowler@masecopw.com.

Data Protection Notice

MASECO LLP is dedicated to protecting the confidentiality and privacy of personal data entrusted to us. We comply with all relevant data protection laws, including the EU General Data Protection Regulation (GDPR). Please read the notice below in conjunction with the firm's Data Protection Policy which can be found on our website.

Legitimate Interest

In providing us with your CV you agree that we will use the personal data within that document for the purposes of assessing your suitability as a candidate for the specified role and, accordingly, we have a legitimate interest in such data. The personal data we use includes:

- Your name and personal details (including contact information, such as your primary and other residential
- address; your email address; your personal mobile telephone number or landline; your unique tax identifier
- (such as your National Insurance number); your driving licence and/or passport details;
- Your date of birth and/or age;
- Financial details, such as your current salary;
- Education and employment details.

Consent

By providing us with:

- your personal data, you consent to our using that personal data to perform checks with credit reference or fraud prevention agencies which may include obtaining information on you from other sources, such as the electoral roll, court records of debt judgments and bankruptcies and other publicly available sources as well as information obtained through social and other media, such as LinkedIn; and

- any sensitive personal data (such as your racial or ethnic origin or data concerning your physical or mental health or gender orientation), you are agreeing to our processing of that data for the purposes of assessing your suitability as a candidate for the specified role.

Retention

If you are not successful as a candidate for the particular role for which you apply, we will typically retain your personal data and other information you have provided to us or we have obtained about you in the course of the job application process for a period of up to 12 months from the date on which the job vacancy has been filled. If you would prefer that we remove your information from our records prior to this date, please contact us, however, we will continue to hold any information which we are required to retain under applicable laws and regulations. Should we wish to hold information about you, including personal data, for a longer period of time, we will seek your consent.