Wealth Administrator
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 Administrator, responsible for supporting two Senior Wealth Managers and their Pod in the management of their UK client portfolios.

The ideal candidate would have at least 12 to 18 months' experience in financial services, with a proven ability to deliver a high level of client service. The candidate should be organised and process driven with a keen attention to detail and strong numeracy skills. They will be comfortable managing and executing on a wide range of client support related tasks. The successful candidate will be passionate about delivering wealth and financial planning to clients, working alongside senior members of the pod to develop and maintain strong client relationships.

The Senior Wealth Managers are based in Hong Kong but maintain a book of clients in the UK. This role will assist with the day to day administration of these UK client relationships in their absence so demonstrable skill in working independently with minimal supervision is key. The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure while remaining calm and flexible, proactive, resourceful and efficient with a high level of professionalism and confidentiality is crucial to this role. Strong written and verbal communication skills, decision-making abilities and attention to detail are equally important. You will report to the Senior Wealth Managers on a daily basis.

About MASECO Private Wealth

MASECO Private Wealth offers a holistic wealth management approach in developing and implementing tax efficient global wealth and asset management strategies for US persons who are non-domiciled in the UK. With more than a decade of experience in providing cross-border US Wealth Management services, MASECO employs leading global investment strategies and solutions that are both tax efficient and compliant.

Our Values

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 over 10 years later, MASECO oversees over $1.75 billion in assets for approximately 600 families.

Authenticity

Teamwork

Pursuit of Excellence

Empathy

Mastery

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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

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.

Specific duties and responsibilities include

- Delivering a comprehensive administration service to support the Pod while maintaining Pod client relationships
- Prepare client meeting plan summary plan documents based on notes taken by the WEs & WMs and ensure any follow-up action items are assigned to the relevant parties and actioned in a timely fashion
- Preparing rebalance sheets for client portfolios
- Liaising with our Client Services team to ensure smooth client onboarding and maintenance
- Obtain information to create cash flow plans in advance of meetings and follow-up for the return of documentation
- Assemble review documentation and review reports required for client meetings including scorecards, valuations and KYC documentation.
- Assisting with meeting preparation at the request of the WEs & WMs
- Run daily/weekly/monthly performance reports) and ensure any anomalies are investigated and resolved
- Ad hoc reporting for clients, including Capital Gains Tax calculations and ensure all client tax reports are sent out in a timely manner
- Creating new client files/maintain existing client files, ensuring they are compliant
- Monitor client accounts for any investment guidelines violations, updates and changes
- Maintenance of CRM for Pod clients and wider pod data management
- Liaising with platforms and service providers as needed
- Create and maintain effective working relationships with clients and colleagues

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- Coordinate client progress meetings
- Coordinate projects within the Pod adhering to internal deadlines
- Preparing and implementing recommendations and provide general administrative support within the scope of the role

Skills and specifications for the role:

- Positive, can-do attitude
- Fast learner
- Superb attention to detail and strong work ethic
- The requisite knowledge for the role being undertaken
- Strong numeracy skills and experience of dealing with multiple currencies
- Superb attention to detail and strong work ethic
- Solid analytical and research skills and able to communicate technical knowledge clearly.
- Proficiency with MS Office Suite and CRM systems.
- 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 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
- Well organised
- Efficient time management skills to plan workload and prioritise accordingly
- Tactful, trustworthy, diplomatic and able to maintain confidentiality
- A deep-rooted desire to provide excellent client service and to develop and implement processes and procedures
- Hold values that are in line with our own and that will help strengthen our culture

Education and qualification requirements:

- A minimum of 12 to 18 months' experience working in a professional environment is desirable
- A-levels or equivalent
- Strong knowledge of MS Office Suite
- CRM experience is advantageous, but training will be provided

The Benefits

- A competitive salary commensurate with your experience and qualifications
- Discretionary annual bonus
- 25 days' holiday per annum, increasing with years' service
- Life Assurance scheme (4 times salary)
- Pension Matching Scheme
- Income Protection Scheme
- Private Medical Insurance for employees, with option to add spouses/partners and dependents
- Financial support with training for professional development (if appropriate to the job function)
- Central London office

Application Process

There is no closing date for applications. Please submit your CV with a covering letter to: HR@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.