Operations Associate
Job Specification

MASECO
PRIVATE WEALTH

Are you an ambitious, passionate, professional? Would you like the opportunity to work with a growing, dynamic team within a niche wealth management firm? To continue the firms' growth plans we are seeking to hire an Operations Associate.

Reporting to the Chief Operating Officer, the ideal candidate will possess a minimum of 12 month's experience in a similar role within the financial services industry.

The 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 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 $1.5 billion in assets for approximately 600 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

Authenticity

Teamwork

Pursuit of Excellence

Empathy

Mastery

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Specific duties and responsibilities include:

- Data Entry and maintenance of the firm's investment management system (Third Financial – Tercero and CRM), including but not limited to the following data – custodian data, client data, securities data, transactions, pricing feeds, currency data, benchmark data, static data.
- Holdings and cash reconciliations (platform service providers / custodian records with company records).
- Running of key MI reports from the system and custodians (AUM'S, NNA, money in and money out and debits).
- When required – work on projects with IMS.
- Dealing with custodial and provider issues.
- On boarding of new custodians and providers.
- Trade reconciliation.
- Assisting with the quarterly calculation and billing of clients' fees.
- Working on the continued improvement of the CRM and IMS systems.
- Work on projects to enable system and process enhancements in all areas of Operations.
- Process quarterly client reporting.

Skills and specifications for the role:

- Strong knowledge of Microsoft Office, specifically Excel.
- Organised with a methodical approach and detail oriented.
- Able to carry out multiple tasks efficiently to meet deadlines.
- Well-developed numeracy and analytical skills with attention to detail.
- Ability to communicate efficiently and effectively with individuals.
- Ability to work individually and run self-directed projects, often under pressure to meet project deadlines.
- Team player with experience of working in a team environment, able to identify and help others when required
- Tactful, trustworthy, diplomatic and able to maintain confidentiality.

Education and qualification requirements:

- Possess a minimum of 12 months' experience in similar role within financial services.

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 Denise.Smith@masecopw.com.

Authenticity | Teamwork | Pursuit of Excellence | Empathy | Mastery