Wealth Associate
Job Specification

MASECO PRIVATE WEALTH

Would you like the opportunity to work within a growing, dynamic, wealth management firm? We are seeking a qualified candidate to join MASECO Private Wealth as a Wealth Associate, responsible for supporting a team consisting of a Senior Wealth Executive and a Partner, Senior Wealth Manager.

The ideal candidate would have recently completed their undergraduate degree, ideally requiring some knowledge of mathematics and finance. The candidate should be organised and process driven with a keen attention to detail and strong numeracy skills. The role would be ideal for a graduate looking to gain experience in the Wealth Management industry who is committed to adding value by delivering results in administrative capacity and preparing client-ready documents. The role has potential to develop into having some exposure to clients and, subject to performance reviews, the candidate could progress to become a Wealth Executive at MASECO.

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 Wealth Executive & Wealth Manager within your team on a day-to-day 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 $1.5 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

Specific duties and responsibilities include:

- Delivering a comprehensive financial planning administration service to support Wealth Executives (WEs) and Wealth Managers (WMs) in their daily roles
- Providing technical and administrative support to the WEs & WMs
- Generating key client documents based on information provided by WEs & WMs and using our internal record keeping system
- Liasing with our Client Services team to ensure smooth client onboarding and maintenance
- Preparing rebalance sheets for client portfolios ahead of review meetings and as a result of other ad-hoc requests

- Assisting with meeting preparation at the request of the WEs & WMs
- Preparing client meeting summary 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
- Running performance reports at the request of WEs & WMs
- Other ad-hoc reporting for clients, including capital gains taxation calculations
- Creating new client files/maintain existing client files, ensuring they are compliant
- Developing an understanding of the firm’s client relationships and key contacts

- Liaising with platforms and service providers as required
- Creating and maintaining effective working relationships with clients and colleagues

Skills and specifications for the role:

- 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.

Education and qualification requirements:

- Degree educated – minimum 2:1, ideally in a subject requiring mathematics or financial knowledge
- Strong knowledge of MS Office Suite; Excel, Word and Power point;
- 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 Denise.Smith@masecopw.com.

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