

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

Reporting to the Operations Manager, the ideal candidate will possess a minimum of 3 years' 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.

Excellent written and verbal communication skills, strong Excel technical ability together with an analytical and numerically focused mind and attention to detail are the key skills essential for this role.

## 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:

- Data entry and maintenance of the firm's investment management system (Third Financial Services – IMS and CRM), including but not limited to responsibility for the following data – custodian data, client data, securities data, transactions, pricing feeds, currency data, benchmark data, static data
- Daily stock and cash reconciliations with investigation and timely resolution of exceptions
- Corporate actions – receipt of custodian notification, management and processing of the decision – previous experience would be advantageous
- Trade order instruction to custodians and order reconciliation, effective and timely resolution of exceptions, working with custodians to resolve root cause to prevent reoccurrence – previous trade support experience would be advantageous
- Responsible for the timely generation and provision of periodic client performance reports, completing all pre-checks prior to processing and distribution internally, monitoring for timely distribution to the clients
- Responsible for resolving received performance queries in a timely manner with polite and courteous communication to both internal and external counterparts
- Analysis of data and reporting under the regulatory requirement, for example, client 10% Market Drop notification
- Regulatory transaction reporting – previous experience would be advantageous
- Provision of key MI reporting from internal and custodian platforms (AUM'S, NNA, money in and money out and cash balance reporting)
- Project work, both independently and as part of the team, to enhance processes and efficiencies in all areas of Operations
- Working with custodians and platform providers to resolve issues in a timely manner with continual focus on enhancing processes
- Written documentation of processes in required business format with periodic review and update
- On boarding of new custodians and providers
- Other ad-hoc responsibilities and tasks as assigned by the line manager

## Skills and specifications for the role:

- Technical focus with strong knowledge of Microsoft Office, specifically Excel
- Strong numeric and analytical skills
- Competent individual with willingness to take on responsibility
- A quick learner with ability to absorb and understand requirements
- Organised with a methodical approach, detail oriented
- Ability to carry out multiple tasks effectively to meet deadlines
- Keen, proactive, positive individual with a 'can-do' attitude
- Ability to communicate both written and verbally in a respectful but effective manner
- Ability to work independently and run self-directed projects, often under pressure to meet project deadlines
- Team player with experience of working in a team environment, assisting and supporting others when required
- Tactful, trustworthy, diplomatic, able to maintain confidentiality

## Education and qualification requirements:

- Minimum of 3 years' 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 [Alexandra.McWalter@masecopw.com](mailto:Alexandra.McWalter@masecopw.com).

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