Job Description

Job Role:	**Wealth Management Assistant – Placement Scheme**
Job Title:	**Wealth Management Assistant**
Business:	**Ascot Wealth Management**
Reports to:	**Mark Insley**
Location	**Sunningdale Office**

Company Profile

Ascot Wealth Management was created in 2010 by Mark Insley and has evolved in to a wide scoped wealth management practice owned and shaped by its clients. We provide a fresh perspective on the industry and reflect this is in the wide array of solutions we provide for clients.

We advise clients on a number of areas including:

- Investments
- Pensions
- Protection
- Tax Strategies
- Estate Planning
- Property
- Life Planning

We are a young, forward-thinking company looking to change the Industry and become a major player in the sector in the coming years. We continue to focus on client needs while at the same time creating an environment for young individuals to become competent and thrive in an increasingly competitive Industry. Ascot Wealth Management Ltd has rapidly expanded and the Cape Town office is the first of several new offices that will be opening in the near future.

For additional information, please visit our website www.ascotwm.com

Key Purpose of the Role

The role will give the candidate a real insight into the Financial Services Sector which is fast-paced and heavily regulated.

The successful candidate will be responsible for providing strategic and administrational support to the Financial Advisers and Managing Director. Tasks will include researching financial market segments, preparing analysis on existing financial products, running various marketing campaigns, maintaining compliance requirements and processing orders for clients.

The applicant will be expected to have a high level of independent responsibility, whilst being involved in a wide range of activities. This exposure allows the candidate to develop transferable skills as well as strengthening their Industry knowledge.

The candidate will also have the chance, if they wish, to be supported by the Firm to study for their CII Diploma in Regulated Financial Planning. We also have a number of other business ventures and partnerships which present the opportunity for the candidate to gain experience in a wide variety of sectors.

Summary Description

The core purpose of the role is to provide a highly technical and accurate support service to an Adviser in order to provide their clients with a positive, professional experience.

Essential Skills

- Attention to detail
- Ability to prioritise and organise workload
- Excellent report writing skills
- Ability to analyse numbers and statistics
- Ability to conduct research for appropriate providers and investments
- Good understanding of compliance issues
- Good time management skills
- Excellent interpersonal and IT skills

Job Standards for Role

- Have, or have the ability to acquire, a sound knowledge of Financial Planning
- Good IT office skills including Word, Excel, email, internet
- Develop and maintain systems and procedures which improve the efficiency of client case preparation and submission
- Confidence and the ability to use initiative but also be willing to ask questions if not sure
- The ability to work as part of a team and to deal with colleagues, clients and providers at all levels outside our business
- Producing high quality meeting collateral for a wide range of client audiences
- Accurate client case submission with no failures
- A high level of analytical capability with a high level of commercial experience/judgement.
- Assist in the development of less experienced members of staff
- Assist in reviewing the suitability of new policies, procedures or computer software
- Provide a point of contact for clients and providers when the Firm Principal or an Adviser is unavailable

Mandatory Job Standards of the Job Holder

1. **Safety**. To ensure the health and welfare of the job holder (and his/her team if applicable) in accordance with AWM's Health & Safety policy.
2. **Data Protection**. To access, use or disclose customer information only when needed for the job in accordance with AWM's Data Protection Policy. Any other access may only be made on receipt of additional approval from an authorised person in AWM. To ensure that the job holder (and his/her team if applicable) is made aware of the need to safeguard sensitive customer information, so that customers perceive AWM to be a trustworthy organisation.
3. **Regulation and Competition**. The job holder will understand the regulatory, fair trading and competition rules and have an awareness of the FCA Handbook relating to their work sufficiently to be able to comply with them, relying on their own knowledge or on their ability to recognize when they will need specialist support.
4. **Non solicitation of clients**. The post holder shall not solicit the business of either investors or business owners affiliated with Ascot Wealth Management (AWM), Ascot Estate Planning Ltd, Model Your Cashflow Ltd, Blue Summerwood Ltd, Red Summerwood Ltd, Platinum Summerwood Ltd, Navy Summerwood Ltd, Pembroke Alexander Ltd or AWM South Africa for a minimum of two years from their termination of employment with the firm
5. **Non solicitation of other employees:** The post holder shall not solicit the recruitment of staff from either AWM, Ascot Estate Planning Ltd, Model Your Cashflow Ltd, Blue Summerwood Ltd, Red Summerwood Ltd, Platinum Summerwood Ltd, Navy Summerwood Ltd, Pembroke Alexander Ltd or AWM South Africa for a minimum of two years from their own termination of employment with the firm

Application Details.

Please apply with a CV and brief covering letter to leah.saunders@ascotwm.com.

Closing Date: 26th November 2018

Commencement Date: June 2019