

## Job Description

Job Role:	<b>Operations Assistant</b>
Job Title:	<b>Operations Assistant</b>
Business:	<b>Ascot Wealth Management</b>
Reports to:	<b>Operations &amp; Compliance Manager &amp; COO</b>
Location:	<b>Sunningdale Office</b>

## 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, as opposed to other financial advisory firms who are traditionally more sales driven. 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
- 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

## 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 administrative support to Operations and Compliance Manager & COO. Tasks will include providing assistance on day-to-day operations tasks as well as covering basic Office and HR tasks.

The applicant will be expected to have excellent attention to details, high level of independent responsibility and ability to prioritise and organise the workload, 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.

## Summary Description

- Carry out inductions associated with new starters induction and leavers process
- Assist with any other general ad-hoc projects and tasks as required
- Schedule meetings and team building sessions as required
- Prepare and file forms and other documents
- Assist with recruitment and onboarding processes

- Update logs and order forms
- Oversee monthly and annual HMRC payroll and accounting duties
- Property Management admin tasks
- Data entry, helping to keep our filing systems up to date
- Multitask across multiple projects as necessary

#### **Office duties:**

- Management of office facilities, contractors, maintenance, invoices, petty cash, services, and communication with third parties, including the Landlord
- Maintenance of company-level documentation: contracts, insurances, leases, memberships
- Maintenance of all required office documentation and checks e.g. health and safety/fire risk assessments and associated regular tasks
- Manage IT consultant to fix all IT, printer and telephony issues and maintain office
- Coordination and booking of examinations and other test centre related duties
- Working with accountant/Financial Director to control office spending and manage supplier invoices
- Organisation of meetings and preparation of documentation, presentations, notes, and minutes
- Maintenance of office filing systems

#### **HR Responsibilities:**

- Assisting with HR and associated staff i.e. Appraisals, bonuses, training, HR software, Onboarding new staff etc.
- Manage the execution of Basic Payroll

#### **Essential Skills**

- MS Excel, Word, Gmail
- Previous experience in a similar role
- Knowledge of Xero, Clearbooks represents an advantage or any other accounting software
- Strong attention to detail
- Well organised, reliable

#### **Job Standards for Role**

- Additional courses related to the financial sector represent an advantage
- Excellent written and verbal communication skills.
- Outstanding interpersonal skills.
- Willingness to learn
- Flexibility
- Basic bookkeeping understanding to liaise with the company accountant
- Confidence and ability to use initiative but also willing to ask questions if not sure
- It is essential that the candidate is proactive, self-motivated and able to work in a fast paced environment

## 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 Ascot Wealth Management's (AWM) 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 AWM or other identified companies 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 AWM or other identified companies for a minimum of two years from their own termination of employment with the firm

## Application Details

Please apply with a CV and a brief cover letter to: [Recruitment@ascot.com](mailto:Recruitment@ascot.com)

**Closing Date:** 30/05/2022

**Commencement Date:** ASAP

**Salary:** Competitive.