

About Us

Heartwood is a wholly owned subsidiary of the Handelsbanken Group and is responsible for all wealth and investment management activities of the Group in the UK. Handelsbanken offers local relationship banking, advice and investment management (provided by Heartwood Investment Management) to personal and corporate customers through its fast-growing network of over 200 branches across the UK. Our success is evident from the significant organic growth achieved in recent years, and we now have more than £3 billion of client funds under management and administration ('AUMA') as at 31 March 2017. For over 25 years we have been trusted by investors such as FTSE 100 directors, entrepreneurs, leading UK charities, pension funds, private equity partners and hedge fund managers.

Founded in Sweden, Handelsbanken has become one of the world's strongest banks, with a culture focused on client satisfaction.

This is an opportunity to join a successful and fast-growing national organisation with the added benefit of being part of a significant multinational group.

Handelsbanken Group are deeply committed to embedding good equality and diversity practice into all of our activities so that Heartwood is an inclusive, welcoming and inspiring place to work, regardless of age, disability, pregnancy and/or parental status, ethnicity, religion, sex, gender reassignment or sexual orientation.

We encourage and welcome applications from across the global community and all appointments are made solely on merit.

Salary and benefits

- Competitive market rates
- Group personal pension scheme, private medical insurance, life insurance, income protection insurance, preferential staff rates, 25 days holiday, season ticket loan, long term profit sharing scheme

Our role

We are in the process of looking for a Risk Monitoring Associate to join our team in London. Heartwood is continuing to develop a wider client offering as well as advising our growing client base across the UK. The purpose of this entry level position is to assist in establishing and maintaining a framework to ensure adequate identification, assessment, communication, control and monitoring of Risk areas within Heartwood.

Your responsibilities would include;

- Helping to ensure an effective Risk culture within Heartwood
- Assisting in establishing and maintaining a framework to ensure adequate identification, assessment, communication, control and monitoring of all Operational risks within Heartwood
- Executing Heartwood's Risk monitoring strategy such as;
 - Trade Amendments/Cancellations
 - Daily Tolerance of Fund valuation
 - Fund Liquidity
 - Fund Turnover
 - Trade Settlement Counterparty Limit
 - Warehousing
 - Failed/Unconfirmed Trades
 - Risk review of business line products such as annual check on Ethical Funds
- Assisting as required on other monitoring activities including making relevant addition or update to monitoring activities as required by reading up to date Handelsbanken Global Instructions on risk monitoring policy
- Assisting in assessment of the exceptions logged into the Handelsbanken system
- Assisting with the processing of Exceptions & Breaches with a follow up and tracking to completion
- Undertaking the company's Risk Monitoring Programme, with particular emphasis on regular review, checking remedial action with tracking to completion and production of statistics from recorded risk incidents
- Production of high quality risk reports arising from regular or ad-hoc requirements including relevant management information
- Take accurate meeting minutes for example during operational risk assessment meetings
- Assisting the manager by undertaking other assigned tasks

- Keeping up to date with developments and new trends in Operational Risk within the financial services sector
- Liaising with the relevant departments to obtain necessary Key Risk Indicator data for analysis and submission to the Handelsbanken UK Risk team

Person specification

The successful applicant will have experience of building rapport and relationships in an at times, a high paced environment. The area of work involves accuracy, integrity and independence as well as the ability to work well within a small team environment

Experience:

- Experience within financial services, preferably within the wealth management sector
- Ability to assess risk in the business and to escalate and action as appropriate
- Confidence to liaise with staff and external parties
- Ability to comprehend a task and use initiative in applying learnt solution to other tasks
- Ability to prioritise tasks based on importance

Academic:

- Good secondary education at A level
- University education

Skills:

- Excel Skills – Intermediate
- Word Skills – Intermediate
- PowerPoint Skills –Basic

Interpersonal Skills:

- Strong written and verbal communication skills
- Self-confidence and self-motivation
- Good problem-solving and decision-making abilities
- Attention to detail and accuracy
- Time management
- Ability to maintain confidentiality

Contact

Please send your CV and covering letter to careers@heartwoodgroup.co.uk.