



Heartwood

Part of the Handelsbanken Group

Communications Associate

About Us

Heartwood Investment Management ('Heartwood') is a multi-award winning, boutique investment manager. We aim to preserve and build the value of client assets by investing with an institutional approach and a high level of personal service. Heartwood manages portfolios for private clients through Handelsbanken Wealth Management and offers its investment management services directly to charities, individuals through professional intermediaries, and institutions. Our business is focused entirely on global multi asset class investing, which allows us complete flexibility to choose what we consider to be the best investment solution at any given time. Our success is evident from the significant organic growth achieved in recent years, and we now have £3.4 billion of client funds under management and administration ('AUMA') as at 31 December 2017. For over 25 years we have been trusted by discerning and knowledgeable investors such as FTSE 100 directors, leading UK charities, pension funds, private equity partners and hedge fund managers.

Heartwood originated in 1988 as a financial services business offering both wealth and investment management and since May 2013, Heartwood Investment Management has been owned by the Swedish bank Handelsbanken. Founded in Sweden in 1871, Handelsbanken has become one of the world's strongest banks with over 800 branches in 20 countries worldwide, offering local relationship banking with products and services tailored to the needs of personal and business banking customers. Established in the UK since 1982, the bank has a decentralised network of over 205 branches throughout Britain. The fifth-highest-rated bank in Europe and one of the top twenty strongest banks in the world (as ranked by Bloomberg, June 2015). Handelsbanken was recently ranked top for customer satisfaction and loyalty, for the eighth year running, in an independent survey of UK bank customers (EPSI Rating UK 2016).

At Heartwood, we 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 recruiting for a Communications Associate to join our Investment Communications team based in London. The team is responsible for content generation, brand management, PR, digital marketing and events. The associate will be primarily responsible for ensuring Heartwood's latest content (marketing collateral and thought leadership) is promoted and maintained on a timely basis across relevant internal and external distribution platforms. This is an excellent opportunity with plenty of scope for progression and personal development, including possibilities to be sponsored to take the IMC and other qualifications.

Person Specification:

- Work with colleagues in the Investment Communications team and with Product and Compliance to ensure any communications to clients are effective and efficient
- Support the team to ensure reports are on brand
- Maintain and manage content deliverables
- Manage email distribution and templates
- Manage PR coordination
- Manage uploading to CMS
- Provide admin support to the Investment Communications team

Skills and experience

- Work experience either through internships or role
- A keen interest in marketing and finance
- Experience using Microsoft Office – Word, Excel, PowerPoint.
- Experience of InDesign helpful but not essential
- Attention to detail
- Self-starter with good communications skills
- Ability to work to tight deadlines
- Ability to work well both independently and as part of a team

Academic:

- Educated to 2.1 degree level or equivalent.

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