

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, wealth management advice, (provided by Handelsbanken Wealth Management) 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 £3.4 billion of client funds under management and administration ('AUMA') as at 31 December 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.

The Handelsbanken Group is 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 & 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

This role will provide financial and management accounting support to the finance team and wider business for routine and ad-hoc pieces of work, taking responsibility to develop business knowledge and understanding, and using this to deliver good quality output, which meets the requirements and is within the required timescales.

The role will be based in London, with occasional requirement to travel to our Tunbridge Wells office.

The post is full-time, 35 hours per week. Study towards a relevant professional qualification is supported.

Main Responsibilities

Providing support to the Management Accountant, Finance team and wider business in the following areas:

Reporting on business performance

- Assist Management Accountant in preparation of monthly and quarterly management information reporting, including the Management Group management information (MI) pack and submissions to Group.
- Assist with the production and ongoing development of internal team P & L reporting
- Production of monthly performance dashboard for CEO
- Weekly new business, pipeline and KPI reporting
- Analysis of costs

Acting as business partner to client facing teams

- Assist Management Accountant with preparation of monthly sales channel MI packs
- Ensure business needs are met across all areas
- Actively engage with customers

Monitoring and investigation of data integrity and quality

- Gain a sound knowledge of core Heartwood systems and software
- Check for scenarios which impact the quality of the management information
- Work with Data and I.T teams to resolve issues and develop required enhancements in the reporting

Preparation of data statistics as required

- Produce high quality information for use in survey submissions, RFPS, DDQs and press releases

Data analysis

- Ad-hoc as required

Reviewing control framework and ongoing procedure updates

Providing support to wider business projects

Assisting with core Finance department tasks

- Sales Ledger and Purchase Ledger
- General Ledger
- Cashbook
- Balance Sheet reconciliations
- Banking
- Liquidity reporting

Person Specification

Academic:

- University degree educated. A numerical or business degree is desirable but not required.

Experience:

- Proven experience in an accounting/finance team is desirable

Skills:

- Excel Skills – Intermediate (experience of using pivot tables and look-up functions would be beneficial)
- Word Skills – Basic
- PowerPoint – Basic
- Strong organisational skills and ability to work in a methodical manner
- Ability to work accurately and with attention to detail
- Good time management

Interpersonal Skills:

- Strong written and verbal communication skills
- Ability to work well within a close-knit team
- Self-confidence and self-motivation
- Good problem-solving and decision-making abilities
- Ability to take personal responsibility for tasks and work with a degree of autonomy
- Integrity and ability to maintain confidentiality

Contact

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