



Heartwood

Part of the Handelsbanken Group

Portfolio Implementation 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 £3.6 billion of client funds under management and administration ('AUMA') as at 30 June 2018. 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 & Benefits

- Competitive market rates
- Group Personal Pension Scheme, Private Medical Insurance, Life Insurance, Income Protection Insurance, preferential staff rates, minimum of 25 days holiday, Season Ticket Loan

Our Role

The purpose of the role is to carry out portfolio implementation tasks for nearly all Heartwood client portfolios (currently in excess of 4,000 portfolios). This will involve implementing transactions for clients in Heartwood's range of Funds on a daily basis as instructed by others, and implementing changes to directly invested client portfolios as and when required following model changes, or for client specific reasons.

Main Responsibilities

- For clients invested through the Heartwood range of Funds, to act on instructions to invest or raise funds as appropriate. You may also be required to switch funds if a client changes strategy, to utilise CGT allowances or arrange ISA subs by way of switching from taxable accounts. Instructions to carry out these tasks will be either on an ad-hoc basis or will be set up as a regular task (e.g. phasing new lump sums, investing regular contributions or raising funds to meet regular payments).
- For directly invested clients, in addition to implementing portfolio actions required to meet the tasks described above, you will also be asked to implement changes to client portfolios to reflect tactical asset allocation changes decided by the Investment team.
- All of the above mentioned portfolios are monitored to ensure that they are correctly invested in line with the chosen strategy and that the asset allocation and performance is closely aligned to the underlying model. You will be expected to contribute to this monitoring process and to make monthly reports of deviations to the Risk and Compliance team.
- Some clients have Custody and Execution-only portfolios and you will also need to act on any instructions received for those portfolios in a compliant and efficient manner.
- Where appropriate, assist in producing investment reports for client meetings.

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heartwoodgroup.co.uk

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Heartwood is a trading name of Heartwood Wealth Management Ltd which is authorised and regulated by the Financial Conduct Authority in the conduct of investment business, and is a wholly-owned subsidiary of Svenska Handelsbanken AB (publ). Registered Head Office: London address above.

Registered in England Number: 4132340.

Person Specification

Academic:

- Good secondary education
- University education - 2.1 or 1st class degree
- CISI Investment Advice Diploma (Securities) [core + securities module] or Level 4 CFA IMC (Managing investments only) desirable

Experience:

- Proven experience within the investment/wealth management sector
- Good understanding of investment and financial planning principles and processes
- Good knowledge of regulatory process and requirements
- Ability to assess risk to the business and to escalate where required

Skills:

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

Interpersonal Skills:

- Willingness to function as part of a team
- Attention to detail and accuracy
- Good numeracy skills
- Good communication skills
- Good problem-solving abilities
- A flexible attitude to working practices and responsibilities
- Effective time management
- An understanding and interest in investment markets
- Ability to maintain confidentiality
- Self-confidence and self-motivation

Contact

Should you like to apply to this position please upload your CV and cover letter to careers@heartwoodgroup.co.uk

If you have any queries about the role please contact - careers@heartwoodgroup.co.uk