

About us

Heartwood Wealth Management Ltd is the investment and wealth management business of Handelsbanken in the UK, the Swedish bank that has been growing its local branch network rapidly in the UK. Our external facing brands are now: Heartwood Investment Management and Handelsbanken Wealth Management.

For more than 25 years, Heartwood has been trusted by customers, including many business leaders and sophisticated financial professionals, to manage their wealth prudently and in line with their individual requirements. We have maintained our customer-led ethos throughout, and evolved into a company known as much today for the multi-asset-class investment skills as for our high quality wealth management services. Total AUMA are currently £3.7 billion (as at 30th September 2018) and our clients range from city professionals and private individuals to trusts, charities and Financial Planner firms - the latter supported through a dedicated intermediary team.

In 2013, Heartwood became part of Handelsbanken, a natural merger given both companies' primary focus on customer service and satisfaction. Having developed a substantial British branch network based on the warm reception for its local, highly personalised banking services, the relationship bank was keen to meet growing customer demand for wealth management services.

This is an opportunity to join a successful and fast-growing national organisation with the added benefit of being part of a significant international presence through the Handelsbanken Group. Heartwood continues to invest in broadening and improving the range of services provided to its clients, which today includes many customers of Handelsbanken.

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, gender reassignment, marital status, pregnancy and maternity, race, religion, sex 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 act as a Compliance Support Associate working closely with the other members of the compliance team. A pro-active approach is essential as are strong communication, administrative and organisational skills. Compliance experience would be ideal, but not essential, and the desire to pursue a future career in compliance is preferable.

The role will be based in London and occasional travel to Tunbridge Wells will be required.

Main responsibilities

- Contribute to an effective Compliance culture within Heartwood
- Liaise with the business and ensure actions arising are completed in a timely manner
- Manage, maintain and provide input into the compliance team's regular reporting schedule, including the co-ordination of reports to ensure timely submission

- Produce Key Performance Indicators (KPIs) and Management Information (MI) for the Business and Senior Management as required
- Support the compliance team in maintaining and updating the department's policies and procedures
- Ensure sanctions checks are completed by the business in line with our policy
- Prepare meeting packs for the compliance team's meetings, take minutes and document key points and actions and ensure actions are followed up in a timely manner
- Provide ad-hoc administrative support to the team as required

Person specification

Interpersonal Skills:

- Strong written and verbal communication skills
- Excellent time management and organisational skills
- Attention to detail and accuracy
- Ability to maintain confidentiality
- Self-confidence and self-motivation

Academic:

- Good secondary education - i.e. preferably, primarily As and Bs at A level or equivalent required
- University or further education desirable
- Desire to undertake relevant industry qualifications

Experience:

- Previous work experience desirable
- Experience within financial services desirable but not essential
- Confidence to liaise with staff and external parties at all levels required

Skills:

- Excel Skills – Intermediate/Advanced
- Word Skills - Intermediate
- PowerPoint Skills – Intermediate/Advanced
- Lotus Notes experience – Desirable but not essential
- Confidence and ability to use external/internal systems
- Documenting results, extracting key points / identifying trends and report writing

Contact

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