

**Job Title:** Investment Accounts Executive

**Location:** Boolers Pensions & Investments

 9 Grove Court

 Grove Park

 Enderby

 Leicester

 LE19 1SA

**Reports to:** Investments Team Leader

**OVERVIEW OF THE BUSINESS**

We are a leading UK firm of Pension Scheme Specialists and Wealth Managers with over £900 million of clients’ assets under administration. As a Chartered firm of Financial Planners, we have satisfied rigorous criteria relating to professional qualifications and ethical good practice. It means you can be confident that you would be working with one of the UK’s leading firms who are wholly committed to providing our clients with the best possible advice, service and support.

When dealing with Boolers our clients have peace of mind that their finances are being managed by a firm that has;

**Experience**

Having welcomed clients since 1983 we have sought, and succeeded, to create long term relationships based on trust, professionalism and service.

**Financial Strength**

Dealing with one of the UK’s largest independently owned Financial Planning firms gives our clients a level of security that is difficult to find elsewhere.

**Expertise**

We are committed to the highest standards of knowledge and skill as demonstrated by our Chartered Status.

**OVERALL PURPOSE AND SCOPE OF THE JOB**

Provide a quality administration service in respect of the investment portfolios managed by Boolers Investment Committee. The team advises on, administers and manages portfolios on both an advisory and discretionary basis, for the following different types of clients:

* Individuals
* Self-Invested Pension Schemes (SIPP and SSAS)
* Companies
* Trusts
* Charities

Most investments are traded through online platforms with some holdings held direct and include:

* Unit Trusts/OEICs/ICVCs
* Exchange Traded Funds (ETFs)
* Investment Trusts
* Pension funds
* Life / Insurance funds
* Direct Equities (execution only)

These are then held within the following contracts:

* General Investment Account
* Stocks & Shares ISA
* Investment Bond (onshore and offshore)
* Trustee Investment Plan
* Pension

**MAIN TASKS**

* Provide administrative support to the Client Adviser and Investment Manager
* Maintain records that meet the requirements of the firm and the regulator.
* Provide an in-house point of contact for the client.
* Maintain a good working relationship with clients via regular communications
* Maintaining awareness of the Investment Strategy of the Investment Committee, including the investment products/funds currently recommended to buy, sell or hold.
* Support the management of investment portfolios on a bespoke basis.
* Administer investment decisions and recommendations in accordance with the strategy of the Investment Committee.
* Keeping up to date with the global investment markets.
* Keeping up to date with the different contracts and investment funds available.
* Placing investment deals and transactions including buying, selling and switching
* Processing new business in a timely fashion and using the diary system.
* Obtaining compliant illustrations for new investments, where legislation requires.
* Communicating with clients, both verbally and in writing, as well as fellow professionals, e.g., accountants and solicitors.
* Preparing valuation statements and annual performance reviews for client meetings, together with recommendations for change, where appropriate.
* Handling client queries.
* Maintaining records of all activities undertaken through various back-office systems.
* Maintaining paperless record system.
* Archiving paper records where required.
* Contribution to the ongoing development of the Investment Team by continually assessing processes and systems

The above list is not exhaustive and a flexible outlook is therefore essential.

**AREAS OF RESPONSIBILTY**

It is the responsibility of the Investment Accounts Executive to ensure that the work that they undertake complies with legal, financial services and data protection legislation. Appropriate training will be provided. The individual will initially work under close supervision until deemed competent. Thereafter, supervision will take place, but on a less frequent basis. Ongoing competence will be assessed by performance monitoring. The specific measures are set out later. The individual will not be responsible for, or be allowed to provide, financial advice.

**Titles of anyone reporting to the job-holder:** None

**PERSON SPECIFICATION**

**Qualifications & Experience:**

1. Essential
* Educated to A-Level standard (or equivalent)
* GCSE Maths and English – Grade B or above (or equivalent)
* Computer and Microsoft Office literate – Word, Excel and Outlook
* A minimum of 2 years’ experience in investment servicing and administration
1. Desirable
* Degree in a relevant specialty
* Achieving or working towards the industry standard level 4 qualification (CII/PFS Diploma in Regulated Financial Planning or equivalent)
* Experience of using IRESS, Pershing and Quilter

**Knowledge & Skills Required:**

1. Essential
* Numerate
* Knowledge of in-house procedures relevant to role
* Knowledge of investment and other financial services legislation relevant to role
* IT skills and knowledge of IT systems and programmes relevant to role
* Input skills
* Knowledge of in-house systems relevant to role
* Knowledge of compliance procedures relevant to role, including the FCA Client Money and Money Laundering regulations
* Ability to work within level of authority and to refer work when appropriate
* Ability to operate an effective diary system
* Ability to maintain an electronic filing system
* Ability to create and maintain accurate and tidy paper and computer-based records
1. Desirable
* Knowledge of other financial services, including pensions

**Disposition:**

* Enjoys communicating with people
* Organised
* Able to work to deadlines
* Able to prioritise work
* Desire to be part of a team, although able to work on own initiative
* Willing to undertake further study to improve technical knowledge

**WORKING PRACTICES**

* Full time role – 9am to 5pm, Monday to Thursday and 8.30am to 4.30pm, Friday.
* Office based - With most communication with clients being carried out through reports and letters, as well as by telephone and email.
* Hybrid working available on completion of probationary period
* Salary range £22,000 to £28,000 (dependant on qualifications, knowledge and experience)
* Discretionary bonuses (1/2 yearly, dependant on firm’s profits)
* 2 x salary life assurance
* Pension: 5% employer contribution, increasing incrementally in recognition of service. Salary sacrifice scheme available.
* 24 days’ holiday, increasing incrementally in recognition of continuous service, plus statutory holidays
* Health Shield Cash Plan
* Free parking