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**JOB TITLE:** REVIEW TEAM ASSISTANT, WEALTH PLANNING OPERATION

REPORTS TO: REVIEW TEAM SUPERVISER, WEALTH PLANNING OPERATIONS

Kingswood Holdings Limited (trading as Kingswood) is an AIM-listed integrated wealth management group, with more than 16,000 active clients and c. £6 billion of Assets under Management. It has a growing network of offices across the UK as well as offices in New York and Johannesburg. Clients range from private individuals to some of the UK’s largest universities. The Group’s vision is to become a leading global provider of trusted wealth planning and investment management solutions to clients, underpinned by investment in people and innovation in technology to support our advisers and clients.

**RESPONSIBILITIES**

## 1. Adherence to Management Systems & Controls

* Maintain an up to date knowledge of company policies and procedures
* Work with colleagues to ensure adherence to company procedures and standards
* Ensure shared working area is kept up to date and all client documents are saved on the X drive/ XPLAN when finalised
* Maintain records according to the company standard

**2. Effective Communication & Support**

* Communicate with colleagues, clients and product providers in a professional manner, using appropriate business language and correct grammar
* Attend regular operations meeting to discuss ongoing work and raise any queries
* Assist other support staff when needed and when there is capacity to do so
* Handling telephone and email enquiries efficiently and effectively

**3. Annual Reviews**

* Compile a full review pack for each client annually when requested by adviser/client liaison that ensures the client remains compliant
* Ensure timely execution of requests to produce client review reports to include attitude to risk analysis, fund analysis and portfolio performance
* Accurate recording and maintenance of information on Dynamic Planner
* Assisting advisers in the creation of client financial reports and letters
* Producing detailed valuations of clients investments

**4. Maintain XPLAN**

* Use common tasks, workflows and lifecycles within XPLAN for all client and plan related activity
* Update compliance document record within XPLAN

**SKILLS AND EXPERIENCE**

* **Strong client service skills**
* **Excellent communication skills**
* **Strong Microsoft Office skills**
* **Strong methodical and organisational skills**
* **Accurate with good attention to detail**
* **Basic knowledge of the financial service sector**

**Additional desirable experience:**

* **XPLAN experience**
* **Knowledge of Dynamic Planner**

**Interested candidates, please send your CV to Linda.Tottem@Kingswood-Group.com**