
JOB DESCRIPTION

Job Title:	Investment Manager
Department:	Investment Management
Position reports to:	Head of Office
Position is responsible for:	No Direct Reports
Location:	Grampian
Regulated Job Role	Certification role

ROLE PURPOSE

As an Investment Manager, you will be responsible for advising and managing individually tailored portfolios designed to achieve client's investment objectives to enhance their wealth. By maintaining your knowledge of all aspects of investments, stock markets and FCA regulation you will provide an excellent service, developing and expanding your existing client network.

RESPONSIBILITIES

1. Manage a range of advisory and discretionary portfolios advising and tailoring them to achieve the client's investment objectives within the agreed timescales.
2. Maintain and enhance client relationships to the highest possible standard, regularly meeting with them to provide updates and discuss new business.
3. Develop client portfolios to meet the client's objectives, determining their suitability, investment performance and tax considerations.
4. Carry out marketing, business development and networking activities as required by the firm, including pitching documents & presentations, to existing and prospective clients.
5. Maintain your knowledge of investments, stock markets and FCA regulation, carrying out your own research for investment ideas and contributing to it in articles.
6. Process trades on behalf of clients.
7. Attend and actively contribute to investment and research committee meetings.
8. Actively contribute towards the firm's long-term strategic goals and objectives.
9. Adhere to the Statement of Principles for Approved Persons.
10. Report and remain aware of any risks which may be detrimental to clients or to the firm's reputation, which arise from inadequate procedures, systems or data handling.
11. Maintain a "TCF" culture (Treating Customers Fairly) in respect of all the six outcomes.
12. Ensure compliance with FCA requirements, the firm's Branch Manual, Code of Conduct policies and T&C framework.

QUALIFICATIONS & EXPERIENCE

- CISI Level 6 or 7 Chartered Wealth Manager qualification.
- Had responsibility for managing a client book.

- Experience of working in an investment and stock broking environment.
- Knowledge of Microsoft Office Applications (Intermediate level).

KNOWLEDGE & SKILLS

- Good interpersonal skills, both written and oral to provide an excellent client-focused service.
- Detailed knowledge of all aspects of investment and the stock markets.
- Ability to adapt, innovate and analyse complex information.
- Good attention to detail and proven accuracy skills.
- Good presentation and stakeholder management skills.
- Ability to multi-task and manage priorities effectively.

KEY RELATIONSHIPS

- Director of Investment Management
- Head of Investment Management
- Head of Office
- Investment Management Department
- Operational colleagues and managers
- Firmwide Colleagues

ACCOUNTABILITY

All individuals, regardless of their position, have a duty to support and promote the values and ethical principles of the Firm. Regardless of whether the role is or is not regulated by the FCA, individuals must adhere to the FCAs Conduct Rules, and there is a standard of conduct and behaviour that is required by the Firm. It is of the utmost importance that individuals seek to always uphold and promote the reputation of the Firm and should work collaboratively to deliver the best outcome. Further information is held within the Code of Conduct - Ethics Policy.

While the responsibilities in this job description are representative of the main tasks, they are not exhaustive. Therefore, role holders may be asked to perform tasks deemed reasonable to meet the business objectives resulting in amendments to the job description.

