

Job Description

Job Title:	Investment Assistant
Department/Office:	Investment Management Team
Reporting to:	Senior Investment Manager(s)
Responsible for:	n/a
Brief description of role	Responsibility for investment management duties

You are obliged to adhere to the First Tier of the FCA's conduct rules. Should disciplinary action result from a failure to comply with these rules, then Hawksmoor will be obligated to inform the FCA of any breach.

Main Tasks

- Under the supervision of the Senior Investment Managers, Investment Managers and Assistant Investment Managers, to support them and assisting them in:
 - monitoring of clients' portfolios on a regular basis and preparing transactions as necessary to maintain portfolios suitable to clients' investment objectives
 - maintenance of a very high level of client care and service with both clients and Introducers
 - carrying out client non trade related instructions in a timely manner
 - ensuring that Valuations and contract notes are produced and dispatched to clients within internal timescales
 - ensuring that all communications received from clients and Introducers are actioned promptly and efficiently
 - fostering relationships with existing and potential clients and Introducers
- To build knowledge and to keep up to date with market & investment news and information and to maintain a working knowledge of relevant professional developments, ensuring that these are acted upon in the clients' and the Company's interests
- Stay up-to-date on Consumer Duty training and regulatory requirements as they relate to investment operations and client servicing. Under manager supervision, proactively consider client needs, treat them fairly, and act in their best interests when executing client instructions, servicing client requests, and interacting with clients/introducers. Identify any issues relating to client outcomes or foreseeable harm to your manager.
- Demonstrate a commitment to promoting and supporting diversity and inclusion in the financial sector, in line with the FCA's regulatory framework and objectives.

Qualifications	<ul style="list-style-type: none"> - Ideally educated to degree level, or with an accountancy qualification, but at least to A-level standard (or equivalent) - Holding or working towards FCA Level 4 qualification in Investment Management
Skills and competencies	<ul style="list-style-type: none"> Excellent inter-personal and communication skills Demonstrable interest and enthusiasm for investment and markets Ethical mindset Strong consumer-centric focus on positive outcomes

Additional activities

The job-holder will be required to perform any additional activities that are relevant to the role, as determined by and agreed with management.

This job description forms part of the contract of employment. Duties may change from time to time and the list of responsibilities is not exhaustive.

Name: Phoebe Devonshire

Signed:

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Date:

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