



# Investment Specialist

## Job Description

### **About Benchmark Capital**

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice<sup>1</sup>

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

<sup>1</sup>As at 31.03.21

### **The base**

You'll be based between our Broadlands Business Campus near Horsham in West Sussex and our HQ in the City of London. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

### **What You'll Do**

This role has the following principal responsibilities:

We anticipate that the successful candidate will have significant experience in the UK Intermediary Market relating specifically to investment solutions for financial advisors. The Investment Specialist role will cover the Schroder Model Portfolios, Schroder Tactical Portfolios and Schroder Blended Portfolios. The

successful candidate will have a clear understanding of the retail adviser market ranging from Advice Networks to Platforms and Regulatory Changes that affect the retail adviser market. The role will require a strategic understanding of the need to grow the Schroders offering to financial advisors over the long term.

The primary focus of this role is for the successful candidate to liaise and communicate with the Schroders sales team on our investment solutions range, engage with investors on the product range, investment outlook and proposition, work closely with the Head of Intermediary Solutions at Schroders to grow and develop the Schroder Investment Solutions range and produce a strong and market leading package of communications and thought leadership to financial advisors. This will include keeping clients informed on their selected investment proposition by providing key updates on performance, portfolio changes and regular quarterly market updates. This will further include managing all enquiries from clients on their investments via the sales team as well as assisting clients with building their Centralised Investment Proposition.

It is critical that the successful candidate can provide clients with information on a similar level to that of the Investment Team and takes the lead on client service and communication on behalf of the Investment Solutions team.

### **Key Responsibilities**

- Assist the Sales Team with introductory meetings to potential new clients detailing the Investment Process and providing more technical information on the proposition with the aim of helping the Sales Team convert these prospects into clients.
- Working closely with the Head of Intermediary Solutions at Schroders to ensure a strong programme of activity and thought-provoking content delivered to financial advisors.
- Presentations at events and conferences on our investment solutions range, research and market views.
- Attending client meetings independently or alongside the CIO to promote the product range. Spending time on the road with the sales team to discuss our solutions range.
- Maintain and retain existing business by providing key information on the Investment Solutions, this will be formally on at least a quarterly basis and informally on an ongoing basis
- Manage and respond to all inbound client queries that require a technical investment response, these may be performance queries, data requests, RFP requests. Access will be granted to the successful candidate to generate the information independently
- Stay full informed on the Investment Process as well as the positioning and holdings of the MPS and Funds to be able to interact with clients on behalf of the Investment Team
- Prepare and maintain high quality marketing material and research for the Investment Solutions business, this includes introductory presentations, quarterly update presentations and ad-hoc presentations. Relevant support will be provided from the Investment Team. This includes ensuring relevant regulatory sign offs
- Work with Schroders Marketing and the Head of Intermediary Solutions at Schroders to prepare and maintain high quality client materials, this includes quarterly bulletins, Central Investment proposition documents, Client Guides and Brochures as well as RFP's. Relevant support to be provide from Marketing and Compliance. This includes ensuring relevant regulatory sign offs
- Work with the Head of Intermediary Solutions at Schroders to manage any requests from Product Development relating to changes on existing propositions, launching new propositions and ad-hoc requests by Product Management.
- A team player with the ability to build strong working relationships with colleagues across the business. In particular within the immediate UK Intermediary business
- Maintain and apply up to date strong Investment and Retail market and regulatory knowledge. The candidate should be well versed in all investment areas.
- Ensure that all CRM systems are maintained accurately in a timely manner with up to date client information

### **Discharge of responsibilities**

The role holder shall ensure that all their responsibilities are performed to the highest levels of integrity, quality and transparency and in a manner most likely to promote the success of the Schroders Group, taking into account the interests of key stakeholders including clients, employees, regulators, suppliers and society as a whole.

In discharging their responsibilities the individual shall establish appropriate oversight and control structures for all areas under their control where needed.

### **Reporting Obligations**

In discharging their responsibilities the role holder shall

- Ensure that Alex Funk is made aware of any issues which the Investment Specialist deems material
- Provide to Alex Funk, an annual assessment of their own performance against objectives agreed with them

### **Committee Memberships**

Where applicable, the role holder must fulfil his/her responsibilities for their Committee Memberships

### **Conduct Rules**

This role is within an entity/or entities which are covered by the UK's Senior Manager and Certification Regime. As such, the role holder is required to comply with the following Individual Conduct Rules:

Rule 1: You must act with integrity

Rule 2: You must act with due skill, care and diligence

Rule 3: You must be open and cooperative with the FCA, PRA and any other regulators

Rule 4: You must pay due regard to the interests of customers and treat them fairly

Rule 5: You must observe proper standards of market conduct

### **We're Looking For The Best, Whoever They Are**

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

**Important Information:** Issued by Benchmark Capital Limited, Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex, RH12 4QP. Registration in England No 09404621.