

Regional Manager

Job Description

Reports to:	Director Aspect8
Responsibility for others:	Employed and Self-Employed Advisers (40)
Location:	Horsham
Hours:	9am – 5:30pm

Overall purpose of the Job

Manager and support a team of employed and self-employed advisers. To assist in the overall management of the Horsham office.

Key Activities

- Management and coaching of both employed and self-employed advisers.
- Monitor progress on individual revenue target, provide or arrange for any necessary training and coaching to ensure targets are achieved.
- Promoting and embedding behaviours which are consistent with Aspect8 groups mission and values.
- Ensuring that Aspect8 advice standards and processes deliver good customer outcomes.
- Successfully delivering against the annual Aspect8 business plan.
- Carrying out specific projects and research required.
- Recruitment of Adviser and other staff members.
- Advise existing Aspect8 clients.
- Oversight of Paraplanning and Administration teams.

Required Skills/Experience

- Management and coaching skills.
- Ability to quickly establish credibility and respect and build strong working relationships with department managers. Demonstrate maturity, professionalism and gravitas.
- Extremely well organised.
- IT literate – excellent knowledge of Microsoft Office packages in particular, Outlook and diary management, confidence in using Word, Excel, PowerPoint and Adobe.
- Attention to detail.
- Excellent communication skills, both verbal and written, and ability to communicate with colleagues and clients at all levels.
- Self-motivated, with an ability to work and think under own initiative.
- Effective and proactive people management and adherence to all associated HR processes.

Desirable Qualifications

- Chartered status or very close.
- CAS status

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