

## Suitability and Client Onboarding Associate

<b>Company</b>	Walker Crips Investment Management Limited
<b>Job Title</b>	Suitability and Client Onboarding Associate
<b>Department</b>	Suitability and Client Onboarding
<b>Type</b>	Full time Permanent
<b>Location</b>	St Paul's, London
<b>Salary</b>	Dependant on experience
<b>Closing Date</b>	Open until filled

### Objective

To work as part of Walker Crips 'First Line of Defence' ("1LoD") compliance, the Suitability and Client Onboarding Department. The Department is part of the firm's 1LoD and acts as a Front Office support function for Investment Managers and their assistants, offering assurance to the firm, as well as being a key control point within the firm.

The department's overall responsibilities are wide and varied, relating to Suitability, Portfolio Risk monitoring, Appropriateness, Client Categorisation; Complaints Handling, Customer Due Diligence (CDD), Enhanced Customer Due Diligence (EDD), Know Your Customer (KYC) and Ongoing Due Diligence (ODD), Customer Screening, Customer Risk Assessment, Quality Control, 1LoD monitoring activities, 1LoD review and approval activities (covering areas such as third party payment requests, gifts and hospitality, sponsorships and donations, third party intermediaries, placings and initial public offerings) and operating a Market Soundings desk.

The aim and purpose of the role is to assist the Department with all aspects of these responsibilities.

### Key Responsibilities

Duties could include, but are not limited to, the following:

- Ensuring that for all new customer accounts and any repapered accounts: the correct application form has been correctly completed; the correct supporting documentation has been provided; all the relevant KYC information has been gathered; the customers identity and address has been verified in compliance with Anti-Money Laundering (AML) law, regulation and guidance and sufficient due diligence checks are carried out, including Customer Screening and Customer Risk Assessment.
- Overseeing and conducting Appropriateness test assessments for Execution Only (EO) customers who wish to invest in 'complex' investment products.
- Overseeing Client Categorisation requests to ensure compliance with the Handbook Rules.
- Conducting due diligence on third party authorities to a customer account, other third parties as required by policies and procedures on sponsorships and donations, third party intermediaries, procurement, agent as client relationships and the recipients of any approved third-party payment requests.
- Reviewing and providing guidance on Investment Mandate Letters, checking that Suitability has been adequately evidenced at the outset.

- Portfolio Risk Monitoring. Monitoring and managing Variances relating to Portfolio Risk, Risk Profiler Questionnaires, Asset Class Allocation, Concentration Risk, High Commission and Turnover, Poor Performance, High Risk Holdings, Client Forms Required, overdue Client Suitability Reviews and Investment Mandate Letters; assessing the validity of exemptions.
- Answering ad-hoc Suitability and Client Onboarding queries from Investment Managers/their assistants and providing ongoing advice, guidance and training for Investment Managers/their assistants.
- Reviewing and providing guidance on annual Client Suitability Reviews (CSRs), checking that Suitability has been adequately evidenced during periodic reviews.
- Conducting Suitability and AML file reviews and providing feedback and guidance to Investment Managers as required.
- Acting as an independent 'Market Soundings Desk' for the Firm through which all "soundings" must be initially routed when corporate houses are looking to ascertain interest in any proposed corporate action such as a placing. This involves the careful management of price sensitive inside information.
- Overseeing and managing all documentation and policies, procedures and processes relating to all areas in which the department operates.
- Escalating any potential risks identified to the Head of Suitability and Client Onboarding.
- Collating management information (MI) for Management and/or Board meetings.
- Keeping up to date on changes and developments within the industry.
- Ensuring compliance with the letter, spirit and expectations of applicable legal and regulatory requirements at all times (e.g. FCA, Money Laundering, Data Protection), ensure conformance with Walker Crips best practice with regard to conduct, culture and other general business compliance control procedures.
- Taking on any role or duty, within reasonable boundaries, that the Head of Suitability and Client Onboarding deems necessary.

## Person Specification/Skills

- Effective written and verbal communication skills
- Attention to detail and strong focus on accuracy of information
- Strong interpersonal skills, the ability to challenge and influence
- Understand and meet best practice requirements
- Ability to prioritise and use time management skills
- Maintain high professional standards when interacting with colleagues and other industry professionals.

## Education & Experience

- Bachelor's degree or equivalent is desirable
- 2+ years' experience of conducting detailed suitability-based file reviews is desirable
- Experience within private client portfolio management is desirable
- Professional compliance or investment qualifications would be an advantage
- Working knowledge of the regulation surrounding Client Onboarding and Suitability, including JMLSG and COBS
- In depth understanding of FCA Suitability requirements as they relate to private client portfolio management
- Knowledge of the key risks of a broad range of product groups
- Knowledge of Excel and ability to use it is desirable