



## JUNIOR PRIVATE BANKER/RELATIONSHIP MANAGER

**Banque Havilland is an independent Family-owned, Private Bank based in Luxembourg, London, Monaco, Liechtenstein, Dubai and Switzerland. The bank was established in 2009 in Luxembourg and is currently operating six countries. The bank is focusing on providing traditional private banking services to both private and institutional clients. The bank is headquartered in Luxembourg. The primary regulator of the bank is Commission de Surveillance du Secteur Financier (CSSF). The UK Branch is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority in the UK under the Temporary Permissions Regime.**

We are currently looking for a **Junior Private Banker/Relationship Manager** to join our **Branch in UK**.

The **Junior Private Banker** works in close collaboration and under the supervision of the Private Banking team and with the bank's various business lines in order to provide global solutions, primarily from the private /corporate and institutional bank, and best meet their clients' requirements (strategic advice, financing, risk management, etc.) and the development strategy defined by the bank.

### **Key responsibilities**

- Assist Private Bankers with all client related matter (administrative tasks related to the day to day management of client relationships);
- Support Private Bankers in developing, managing and retaining client relationship as part of a member of the team;
- Ensuring that the Private Bankers are up to date on all important client related matters;
- Establishing primary contact with new clients and go through the bank's Account Opening Documents in the account opening process;
- Maintaining client files and information in line with legal, regulatory and internal procedures requirements;
- Working closely with other departments of the bank so that all tasks can be completed on time and in line with the banks internal procedures and legal requirements and in a way that minimizes risk involved;
- Participating in banking seminars and other events in order to expand their own and the Bank's network;
- Ensuring adherence to standard operating procedures in order to meet requirements on compliance and risk;
- Managing change and taking initiatives, generating new ideas in line with the Employer's strategy in order to maintain a high level of service in changing business circumstances;
- Participating in launching new products;
- Contributing to ad hoc relevant projects and events as requires by the Bank;
- Administrative and customer support of Private Banking team;
- Implementation and monitoring of customer orders (e.g. stock market orders, deposits, fees, due dates);
- Pre-and post-processing of customer visits and trips;
- Telephone and face to face contact with customers;
- Preparation of sales documentation and execution of general correspondence;

- Personal care of customers in the absence of relationship managers (i.e. execution of daily operations and settlement of payments, exchange orders, products, respond to queries);
- Contributing to the development of the Private Banking operations across the Banque Havilland Group by assisting the management team with the implementation of the Bank's strategy;
- Marketing the Bank's products and services to new and existing clients;
- Managing the Bank's new and existing client relationships to ensure delivery of a quality of service that is profitable and in line with the values of the Bank;
- Ensure that new business (accounts/structures/credit) is presented in the agreed format;
- Build intimate client's knowledge and reflect same in the presentation of new business to the account opening committee (AOC);
- Maintain client's files up to date with new/additional information on client's lifecycle within Banque Havilland;
- Ensure multi touch contact points are known to clients and ensure sufficient cover can be relied upon during absences; thereby ensuring continuity and quality of service;
- Preparing, submitting and following up on all types of Credit related transactions.

### **Minimum profile requirements**

- 5+ years of experience in a previously relevant role.
- Minimum qualification CISI Level 4.
- Degree educated in a related field or comparable work experience.
- Ability to work under pressure while maintaining attention to detail and high quality standards.
- Analytical thinking and problem solving skills.
- Ability to work independently as well as in a team.
- Strong interpersonal, presentation and organization skills.
- Ability to multitask.
- A working knowledge of data protection and GDPR rules.
- Strong relationship management, communication and influencing skills.
- Professional behaviour, diplomacy skills and willingness to learn.
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- European language preferably Italian and or French.

### **Regulations**

- Ensure that all business undertaken meets the appropriate standards as required by the Bank's internal operating procedures, and by local laws and regulations.
- Contributing to the Bank's overall transformation towards a streamlined, simpler more cost efficient and effective organisation.
- Cooperate with control function in order that all Financial Crime Compliance (FCC) and/or risk appetite driven client exit decisions are implemented in a timely manner and in compliance with client exit principles.
- Understanding and adhering to both the letter and the spirit of the laws in force, working to prevent any breaches and mitigating risks.
- Work within the parameters of the risk appetite set by the Board of Directors and Bank's strategic direction.
- Actively participate in the assessment and mitigation of operational risks.
- Adhere to the training objectives as mandated by Senior Management.
- Adhere to the FCA principles (PRI) and Conduct Rules at all times and any breach to be brought immediately to the attention of Head of Private Banking, Branch Manager & Head of Compliance.

- No business other than bank business to be carried out at the bank at all times. Any other business is prohibited.
- Relevant professional qualifications are in place and relevant training carried out/assessed via competency assessments.

### **Values and Principles**

- Familiarise with Staff Handbook, and Conflict of Interest Policy and Whistleblowing Policy

The salary package offered will be commensurate with your professional expertise and experience. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: [careerbh@banquehavilland.com](mailto:careerbh@banquehavilland.com).

### **Only shortlisted candidates will be contacted by our HR team.**

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.