



PRIVATE BANKER (M/F)

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 **Private Banker (m/f)** to join our **Branch in UK**.

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

Key responsibilities

- Establishing primary contact with new UK centric clients and facilitate account opening processes.
- Build intimate client's knowledge.
- 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 risk appetite of the Bank.
- Maintaining client files and information in line with legal, regulatory and internal procedures requirements during client's lifecycle within Banque Havilland.
- Ensure a multi touch contact points are known to clients thereby ensuring continuity and quality of service.
- Working closely with other departments of the bank so that all tasks can be completed on time and in line with the Bank's internal procedures and legal requirements and in a way that minimizes risk involved.
- Participating in banking seminars and other events in order to expand own and the Bank's network.
- Adhere to standard operating procedures in order to meet requirements on compliance and risk.
- 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.
- Contributing to the development of the wealth management 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.
- Ensure that new business (accounts/structures/credit) is presented in the agreed format.

Minimum profile requirements

- 5+ years of experience in a previously relevant role.
- Minimum qualification CISI Level 4 and CeMAP
- Degree educated in a related field or comparable work experience.
- Ability to work independently as well as in a team.
- Strong interpersonal, presentation and organization skills.
- Ability to work under pressure while maintaining attention to detail and high quality standards.
- Analytical thinking and problem solving 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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- Only English language skills are required, other language(s) are considered positively.

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 position is available **immediately**. 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.

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).

For compliance purposes, the Bank will carry out a basic DBS check.

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.