

APPENDIX ONE:
Position Description



POSITION TITLE:	Wealth Product Specialist
LOCATION:	Auckland
PEOPLE LEADER:	Wealth Product Team Leader
TEAM:	Product

At Craigs Investment Partners (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Product team focuses on ensuring that CIP products are fit for purpose and developed and offered to clients in accordance with the relevant legislation and any guidance provided by the Financial Markets Authority or other relevant parties. The Product team is an integral part of the wider Private Wealth division supporting the CIP Advisory network and its clients.

As Wealth Product Specialist, I am responsible for supporting the management and ongoing oversight of CIP's wealth products. The role has a strong analytical and technical focus, involving the use of data for reporting and analysis through Power BI, as well as the use of AI, automation and other technologies to improve processes. I also support the preparation and maintenance of product disclosure documentation and associated collateral, verification processes, controls and due diligence cycles to help ensure regulatory and business requirements are met. I work with the Head of Wealth Services, Wealth Product Team Leader and other key stakeholders across CIP to support effective product management and oversight.

WHAT I DO

- Assist with the ongoing requirements of the regulated Managed Investment Schemes (MIS) and Discretionary Investment Management Services (DIMS) products governed by the Financial Markets Conduct Act (FMCA) issued under the licences held by CIP and Craigs Investment Partners Superannuation Management Limited (CIPSML).
- Undertake analysis of client, fee and product data to support product reporting, oversight and decision making, including identifying anomalies and assisting with the resolution of the same.
- Use Power BI, AI, automation and other technology tools to support analysis and reporting and identify opportunities to improve the efficiency and effectiveness of existing product processes.
- Assist with due diligence processes, verification processes and controls, review documents, and update and co-ordinate changes to offer documents and associated collateral.
- For any managed investment scheme products, ensure all offer document inputs are verified and signed off by CIP subject matter experts, legal advisers and the supervisor as required ensuring these are not misleading or deceptive through misstatement or omission.
- Ensure all offer documents and associated collateral are accurate and appropriate for each product offering and these offer documents are not misleading or deceptive through misstatement or omission.
- Assist with the preparation of documentation for relevant CIP Committees as required.
- Attend relevant industry forums and events as required.
- Assist with product related projects, including fee reviews, data analysis, reporting and competitor analysis)

- Liaise with the Supervisor of the CIPSML Schemes and any other relevant external parties as required.
- Build strong internal relationships across CIP to build and share product knowledge and expertise and execute product changes.
- Work with related parties and outsourced providers as required.
- Regulatory compliance, documentation and reporting for products that may be introduced from time to time.
- Demonstrate the Craigs' values every day and encourage, support and enable my colleagues to do so too.

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance>

CIP policies can be found on the Staff Intranet.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

WHAT I BRING

- Qualification/s
 - Relevant tertiary qualification in finance, business/commerce or science (desirable)
- Knowledge
 - General financial services and wealth management knowledge;
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- Experience
 - Financial services experience (1 – 2 years)
- Skills
 - Proficient in technology and systems, including Microsoft 365, Excel, PowerBI, SharePoint Copilot and automation tools
 - Excellent planning, project management and time management skills
 - Excellent written and verbal communication skills, with ability to use clear and concise language
 - High level of accuracy and attention to detail

- Attributes
 - Able to work as a collaborative team member
 - Problem solving approach to resolving issues
 - Self-motivated
 - Interest in capital markets

ADVERTISEMENT

About the role

Craigs Investment Partners (Craigs) is looking for a detail-oriented and analytical team player with an interest in wealth management to join the Product Team as a Wealth Product Specialist. Based in our central Auckland office, this full-time permanent role would suit someone who has 1 - 2 years of relevant financial services experience, preferably in wealth management.

The role supports the management of a range of our financial services products that are used by our investment advisers and their clients. These products may change from time to time but currently include Managed Investment Schemes (MIS) and Discretionary Investment Management Service (DIMS) products.

The role has a strong analytical focus and involves working with client, fee and product data for reporting and analysis. You will be comfortable working with data, identifying anomalies and resolving issues, and using tools such as Power BI. An interest in technology is important, as you will use tools such as Power BI and enjoys finding opportunities to use technology, automation and AI to improve existing processes.

The retail products are regulated under the Financial Markets Conduct Act (FMCA), which imposes a range of disclosure, reporting and processing obligations on Craigs. This role supports compliance with these requirements, including ensuring disclosure documents and associated collateral remain accurate and up to date.

To be successful in this role, you will have strong analytical and problem-solving skills, an eye for detail, self-motivation, and the ability to collaborate effectively with others.

Key tasks of the role include:

- Coordinating the regular review and update of offer documents and associated collateral;
- Assisting with product related projects and issue resolution;
- Developing and maintaining reports and dashboards using tools such as Excel and Power BI;
- Identifying data inconsistencies, investigating anomalies and supporting the accuracy and reliability of product and disclosure information;
- Using technology, AI and automation tools to improve research, analysis, reporting and routine business processes;
- Identify opportunities for process improvement, particularly where manual or repetitive activities could be simplified or automated;
- Support product analysis and reviews, including analysis of investment options, fees, product features, market information and other relevant data;
- Work collaboratively with Product, Operations, Legal, Compliance and other internal and external stakeholders as required.

About you

To be successful in this role, you will ideally have:

- a relevant tertiary qualification in finance, business/commerce or science (desirable)
- financial services experience (1 - 2 years), preferably in wealth management
- a high level of accuracy and attention to detail
- excellent written and verbal communication skills
- experience with Microsoft 365 applications including Word, Excel, PowerBI, Copilot and SharePoint
- An interest in using technology, AI and automation to solve problems and improve processes
- A general understanding of the FMCA and New Zealand financial services regulations (desirable)
- **Benefits**
- Comprehensive health insurance

- Annual Craigs Community Day (paid volunteer day)
- Additional week of leave (conditions apply)
- Other leave (such as sick leave, bereavement leave, and family violence leave) from your first day of work
- Parental leave - 26 weeks' pay 'top up' for eligible Primary Carers
- Long service leave
- Annual health check and flu vaccinations
- Flexible work options
- Savings benefits and preferential insurance rates

About the Company

Craigs Investment Partners is a multi-award-winning investment advisory firm which is one of the largest in New Zealand. With 22 offices located throughout the country and over 650 employees, we offer solutions and advice to both private investors, corporate and institutional clients.

Why Craigs?

We pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

- We are stronger together
- We strive for excellence
- We put people first
- We do what's right

If you would like to find out more about working at Craigs, visit our Careers page – <https://craigsip.com/careers>

How to apply

If you are interested in the role, please submit your application online now as we will be interviewing suitable candidates as they apply.