APPENDIX ONE:
Job Description

POSITION TITLE:	Private Wealth Associate
LOCATION:	Rotorua
REPORTS TO:	Area Manager

POSITION SUMMARY

With the aim of providing the best possible outcomes for Craigs Investment Partners clients, the Private Wealth Associate will provide high-level professional investment, client service and business development support to an existing Investment Adviser(s). The Private Wealth Associate will work closely with Investment Adviser(s) and their clients in a particular branch of Craigs Investment Partners. This dedicated support is to enable the Adviser to grow and support their high net worth client base.

Associates will also work cooperatively and constructively within the framework of the branch, reporting as required to the Area Manager.

KEY RESPONSIBILITIES

PORTFOLIO REVIEWS

UNDERTAKING REVIEWS

- Undertaking biannual portfolio reviews on behalf of the Adviser.
- Rebalancing to target asset allocation, recommendations on surplus cash, bond maturities, tactical tilts etc.
- Ghost writing the client review for the Adviser's consideration and affirmation (the review must be sent under the Adviser's signature).
- The PWA must monitor the core portfolios, investment strategy calls and company research coverage.

CLIENT PROMPTED PORTFOLIO REBALANCING

- Under instruction from Advisers, rebalance portfolios where the client instructs money withdrawal or capital injection
- Rebalancing will include using PWB to model buy/sell options and the PWA must ensure that the resultant changes still meet the clients' objectives and risk profile, and are suitable for the client.

DAILY PORTFOLIO MONITORING AND ACTIONS

- Under instruction from Advisers, action tactical market or research initiated changes to client portfolios, e.g. switching stocks on a downgrade/ upgrade call.

PORTFOLIO EXCEPTIONS

- Monitoring client portfolio exceptions and outliers such as performance to benchmark and working with Advisers to rectify issue

- Monitoring of DIMS alerts and rebalancing actions under instruction/ approval of the DIMS' Adviser

REVIEW COORDINATION AND MANAGEMENT

- Coordinating the client review process for the Adviser, ensuring CRM records for review are complete and accurate
- Monitor quality metrics to ensure reviews are carried out to schedule

CLIENT PROFILING & IPS PRODUCTION

- Supporting Advisers in prospect/ client initiation
- Attending client initiation meetings with Advisers, note taking and writing up meeting summary for the Adviser's review and confirmation.
- Updating CRM with client documentation and data as the prospect progresses (may also be done by the PW Assistant)

PROPOSALS AND IPS

- Supporting Advisers in the production of service recommendation proposals and IPS generation
- Coordinating IPS five-yearly reviews

CORPORATE ACTIONS, MATURITIES & NEW ISSUES

CORPORATE ACTIONS

- Monitor VCA communications. Work with Advisers to agree the appropriate client recommendation
- Draft client communications and manage outward and inward bound communications.
- Complete VCA processing

FIXED INTEREST & TERM DEPOSIT MATURITIES

- Prepare monthly client list for upcoming maturities
- Review portfolios with upcoming maturities and draft re-investment options for Advisers

NEW ISSUES/ PLACEMENTS ETC.

- Attend roadshows and presentations to gain an understanding of the company/ placement
- Prepare client lists for New Issue marketing
- Analyse client portfolios to determine whether the issue is appropriate and estimate the level of demand relative to each portfolio and IPS
- Place bids in CIPNI
- Work through allocations and scaling and reconcile back to Adviser allocation. Work through payment options for each client and make recommendations on rebalancing or FX where cash is not available on account or from the client
- Communicate allocations to the clients
- Place orders for secondary market new issues

ORDER MANAGEMENT

ORDER PLACEMENT

- Processing order transactions from Advisers (and clients in some cases) and ensuring client orders are correctly fulfilled, e.g. monitoring trade execution

ORDER MONITORING

- Monitor any limit orders and trading errors /issues
- Ensure any trading errors are identified and corrected as soon as practical following company process for Office Mistakes

CLIENT RELATIONSHIP

NETWORKING

- General networking and communication with clients as required by the Advisers, building rapport with key clients
- Support advisors in out of hours functions and networking

CLIENT BASE ADMINISTRATION

- Work with Advisers to continually segment and refine the client base

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

Qualifications	• Relevant qualification in finance, commerce or business and/or • National Certificate of Financial Services Level 5 or NZ Certificate in Financial Services Level 5 and/or • CFA or studying towards.
Knowledge/Experience	• At least 3 years experience in financial services environment • Sound understanding of market terminology and knowledge of industry regulation • High aptitude for computer systems with an ability to understand complex IT systems • Good to excellent knowledge of MS Office product suit particularly with advanced Excel and CRM experience
Key Skills and Attributes	• Strong numeracy, mathematical and spreadsheeting skills • Time management, multi-tasking, ability to prioritise and handle deadlines and work load pressures • Initiative to analyse and improve work practices / processes • Well developed data analysis skills • Strong written and verbal skills • Ability to learn new skills quickly and embrace new technology and systems