

APPENDIX ONE:
Position Description



POSITION TITLE:	Wealth Product Specialist
LOCATION:	Auckland
PEOPLE LEADER:	Manager – Wealth Products
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 assisting with drafting product documentation, verification processes and controls, and due diligence cycles. I work with the Head of Wealth Services, Manager – Wealth Products and other key stakeholders across CIP to ensure that existing and new products meet internal and external requirements.

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).
- 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 (e.g. fee reviews, 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, law or business (desirable)
- Knowledge
 - Knowledge of FMCA and New Zealand MIS regulations (preferred)
- Experience
 - Financial services experience (1 – 2 years)
- Skills
 - 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
 - Confidence in reviewing, interpreting and applying relevant legislation and guidance
 - Proficient in Word, Excel, PowerBI and SharePoint (preferred)
- Attributes
 - Able to work as a collaborative team member
 - Problem solving approach to resolving issues
 - Self-motivated
 - Interest in capital markets