

Job Title: Account Opening Executive

Department: Client Support Services

Temporary / Permanent: Permanent

Working Style: Hybrid

Location: Dublin

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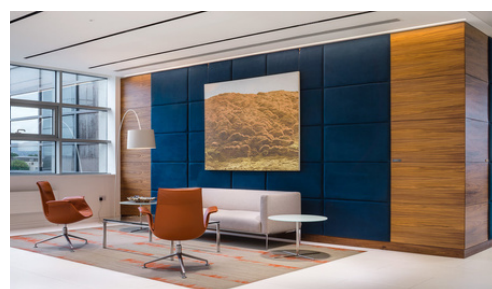


Role Description

A vibrant and exciting team within Operations our Client Support Services team offers an environment of evolution, strategic foresight and personal development. The team is an amalgamation of our traditional Middle Office, with our Account Opening, Account maintenance and Pension Administration department.

Business Accountabilities

- Carrying out the end-to-end client on-boarding process and ensuring service delivery excellence to our clients and Wealth Management
- Issuing account opening documentation to our clients/prospective clients, in a timely and professional manner
- Providing advice and regulatory guidance to Wealth Management and our clients on all aspects of account opening for all client types (individuals, companies, trusts, pensions, charities etc.)
- Reviewing completed documentation, and identifying any issues that need to be resolved to meet regulatory standards and internal requirements
- Assessing new accounts to ensure Customer Due Diligence (CDD), AML, Client Suitability and Client Vulnerability criteria are met and addressed
- Attend client meetings with Portfolio Managers, where necessary, and interact with internal stakeholders
- Updating account opening documentation and procedures as required due to changes to regulation/internal processes.
- Building and maintaining strong relationships with all colleagues, relevant vendors /customers, and stakeholders
- Being responsive and receptive to internal and external change initiatives



Our Headquarters in Ballsbridge, Dublin

Qualifications

- A minimum of 2 years experience working in Financial Services is preferable
- Previous experience of working on client AML & CDD matters would be helpful
- Candidates should be proficient in Microsoft Office
- Primary degree preferable but not essential, Professional Certificate in Compliance or Stockbroking advantageous

Ideal Characteristics

- Proven track record of problem identification and resolution at an inter-departmental and third-party level
- Confident communicator with excellent written, oral and interpersonal skills
- Good workload management, with the flexibility to switch between tasks as necessary and manage workflows and responsibilities assigned
- Strong interpersonal and team working abilities
- Very high levels of accuracy and attention to detail are mandatory
- Ability to work in a team environment or on own initiative with limited supervision
- A willingness to undertake industry qualifications and attain same within an agreed timeframe

How to Apply

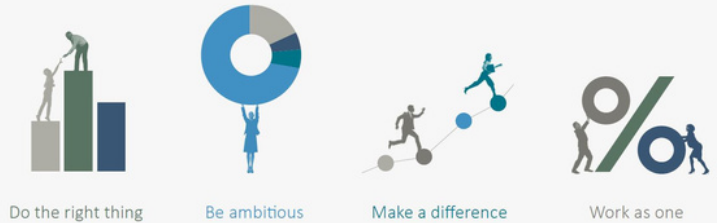
Please send your CV and cover letter to careers@goodbody.ie. Please include responses to the following: (1.) What is your expected salary? (2.) What is your current notice period? (3.) Are you eligible to work in Ireland? (4.) Have you been employed by AIB or any Group Company within the last 2 years? If 'Yes', please confirm your date of leaving.

About Us:

Goodbody is a leading financial services firm, committed to serving and growing client relationships for nearly 150 years. We are a full service, investment-led business offering wealth management, asset management and investment banking services. Our staff of over 400 work in offices across Dublin, London, Cork and Galway. We're proud to offer prospective employees a professional, collegial work environment that encourages diversity of thought and background. Our reputation in the Irish market for putting customers first is as consistent as the company's long-standing commitment to giving back to the communities that we work in.

Our Values:

At Goodbody, our purpose is to create long-term prosperity and our vision is to hold leadership positions in the markets we operate in, to drive sustainable returns. To execute on our vision and purpose, we are fuelled by four values: do the right thing, be ambitious, make a difference and work as one.



What We Offer:

We want all of our employees to feel valued, have work-life balance and be a part of the team for the long-term. We offer regular events focused on wellness, ESG, upskilling and provide plenty of opportunities to socialise, which allows new employees to embrace the firm's culture and creates ongoing engagement for all of our colleagues. We're proud of the benefits we offer, like hybrid working, a generous pension scheme and educational sponsorship, to name a few. Additionally, Goodbody encourages employees to get involved and give back through our [charities and partnerships programming](#).

Inclusion and Diversity:

Goodbody is committed to Universal Inclusion for all employees – every colleague, every day. We have made a long-term commitment to create a more inclusive and diverse culture and are continually working towards this and finding ways to live that brand promise. We have teamed up with a number of charity and community partners like Dublin PRIDE and See Change, and educational partners like [Forage](#). Other staff-led initiatives include our Student Managed Fund initiative and our female focused [investment club](#). We also rely on a team of employee advocates within the business to further our inclusion and diversity, and wellness initiatives at the company.

**Universal
Inclusion –
every day,
every colleague**



Sustainability:

We believe that our long-term economic prosperity is increasingly interlinked with environmental and social risks and opportunities. That is why sustainability is a core pillar of our strategy and is implicit in our values. We see sustainability as a driver of innovation and a source of competitive advantage and future revenue growth. Linked to our purpose, we believe that we can contribute to the long-term prosperity of our clients if we anticipate and respond to the risks and opportunities linked to the defining challenges of our time – including climate crisis. Learn more about our approach [here](#).

Goodbody is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce.

Please read the Goodbody Recruitment Privacy Notice. By submitting your personal data to us, you acknowledge that you have read and understood this Privacy Notice and agree to the use of your personal data in line with this. We will only use the information that we collect about you lawfully in accordance with the Data Protection Acts, 1988 and 2003 and the EU General Data Protection Regulation (GDPR).

Goodbody Stockbrokers UC, trading as Goodbody, is regulated by the Central Bank of Ireland. In the UK, Goodbody is also subject to regulation by the Financial Conduct Authority. Goodbody is a member of Euronext Dublin and the London Stock Exchange. Goodbody is a member of the group of companies headed by AIB Group plc.