

# Job Title: Wealth Management Operations Executive

Department: Client Support Services

Temporary / Permanent: Permanent

Working Style: Hybrid

Location: Dublin

[Share and follow](#)



## Role Description

An exciting opportunity to join our Client Support Services department supporting our Wealth Management business. A vibrant and exciting area, it maintains an environment of evolution, strategic foresight and personal development where employees can grow, develop and be rewarded in a supportive environment.

## Business Accountabilities

- Providing support and guidance to the Wealth Management on a broad spectrum of matters e.g. Client Due Diligence (CDD) requirements for all client types and jurisdictions, technical client on-boarding queries, reviewing of tax documents
- Ensuring that client account opening documentation meets all regulatory and internal requirements.
- Managing all changes to client profiles in line with regulatory/internal requirements and documentation meets the required standard
- Cyclical review of client accounts and management of any renewal paperwork required e.g. identity documents.
- Periodic report reviews, including trading activity reports, investigation and reporting of exceptional items for AML.
- Monitoring and reviewing our client base against international PEPS and Sanctioned persons watchlists.
- Correction of trading errors and processing of financial write-offs and the management of supporting paperwork
- Management of various fee charging processes for the Wealth Management, ensuring timely and accurate charging.
- Preparation of monthly management information (KPI) reports
- Keeping abreast of all new/revised legal/operational matters affecting the department and assessing the impact on the day to day running of the department.



Our Headquarters in Ballsbridge, Dublin

## Qualifications

- A minimum of 3 year's relevant industry experience and previous experience of working in a CDD / AML role.
- LCOI or Professional Diploma in Compliance is desirable but not essential, Degree preferred but not essential.
- Proficient in Microsoft Office.
- Full training will be provided on systems where required.

## Ideal Characteristics

- Genuine interest in furthering career in an Operations environment.
- Excellent organisational and administration skills; ability to prioritise workload and multitask.
- High level of accuracy and attention to detail.
- Demonstrated ability to work to deadlines.
- Excellent communication and interpersonal skills with a confident and professional demeanour.
- An enthusiastic approach to work with the ability to work well on own initiative and in a team environment.
- An aptitude to interpret regulations and regulatory guidance notes and provide guidance on their application.
- A willingness to undertake industry qualifications and attain same within an agreed timeframe.

## How to Apply

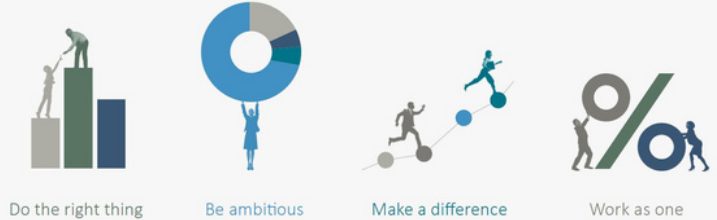
Please send your CV and cover letter to [careers@goodbody.ie](mailto:careers@goodbody.ie). Please include responses to the following: (1.) What is your expected salary? (2.) What is your current notice period? (3.) Are you eligible to work in Ireland? (4.) Have you been employed by AIB or any Group Company 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.