

Job Title: Client Support Consultant

Salary: £20,000 - £24,000

Hours of work: 35 hours

Length of contract: Permanent

Location of job: Johnston Campbell Limited, 8 Cromac Place, Belfast

Company background:

Johnston Campbell has spent the last 40 years using specialist advice, structure and investment intelligence to achieve the personal and business aspirations of High Net Worth individuals based in Northern Ireland and beyond. We manage in excess of £380 million on behalf of individuals, companies and trustees in a variety of tax structures. As one of Northern Ireland's leading Independent Financial Advisers, we have built a team of over 30 dedicated professionals who together ensure that our clients are assisted in the areas of financial planning, investing and tax mitigation. More details can be found on our website, www.johnstoncampbell.com

Summary of role:

We are now seeking an individual to contribute to company strategy, goals and objectives by providing a high quality, technical support and administrative services to all clients, internal and external. The successful applicant will be expected to:

- Provide administrative and technical support to the financial planning / specialist advisers, the Directors and other colleagues within the company.
- Assist the advisers in delivering a service to our clients in accordance with the service level to which they have subscribed.

Essential and desirable criteria

Applicants must possess at least 5 GCSE's (or equivalent), including Maths and English and be competent in Microsoft Office programmes. They must be able to demonstrate the ability to work as part of a team and to work on their own initiative.

Preference will be given to applicants who have previous experience in the financial services sector and who have undertaken relevant financial services qualifications.

A full job description and personnel specification are available from Mrs Jamesina Doble, telephone number 028 90221010, email jamesinad@johnstoncampbell.com

Applications should be submitted by C.V. The closing date is 6th December 2017. Interviews will be held on 12th December 2017.