

## Recruitment of an Analyst - London

Maitland is an international firm providing wealth services to private and institutional clients. We provide the highest levels of expertise and competence working in a way that is uniquely personal, proactive and responsive. Family offices and institutions have trusted us since 1976 to preserve, manage and grow their assets. We work with our clients and not just for them, from offices in the British Virgin Islands, Cape Town, Dublin, Durban, Geneva, Isle of Man, Johannesburg, London, Luxembourg, Malta and Monaco. Maitland is one of the few wealth services groups with the breadth of knowledge and insight to create integrated, comprehensive global solutions.

An opportunity has arisen for an **Analyst** to join the **Client Management** team in our **London** office.

### Summary of the position

The Analyst will be involved in analysing information relating to our clients and identifying areas for growth and cross-selling.

### Outline of main duties and responsibilities

The Analyst will be expected to:

- Liaise with Key Account Managers (“KAM’s”) across the firm to obtain information about our clients;
- Verify the data currently held on all our clients and obtaining further information;
- Analyse client information to identify ways to increase revenue with clients, such as cross-selling opportunities;
- Ensure such information is captured on MERIT (**M**aitland, **E**stimate, **R**eview, **I**nform and **T**rack), our repository for all client information across the firm;
- Analyse expenditure of the Client Management budget.

### Skills and experience required

The successful candidate will have:

- Very good technical / IT skills, particularly using Excel;
- Good business acumen with strong numeracy skills and an analytical approach;
- A practical “hands-on” approach with the ability to “get things done” and work autonomously;
- Strong experience within professional services doing similar analytical work for at least 2-3 years;
- A degree level qualification.

### Reporting structure

Maitland has offices in 11 locations covering Europe, South Africa and the Caribbean. There are two client facing teams: Business Development and Client Management. These client facing teams are supported by operational teams providing legal services, private client accounting and transactional services, institutional client accounting and transactional services and investment services.

The Head of Client Management heads up the team of Key Account Managers across the firm who liaise with the clients and co-ordinate the services provided by the operational teams to the clients. The Analyst will report directly to the Head of Client Management, who is based in London, and will be required to liaise with KAMs across the firm.

### Remuneration level

Remuneration will be market related and commensurate with experience and seniority. In addition, the successful candidate will receive a competitive benefits package and be eligible to participate in the firm-wide discretionary bonus scheme.

