



## Trainee Stockbroker

As a Trainee Stockbroker, you will work closely with Advisors to maintain and strengthen client relationships, support the Advisory team's daily operations, and help improve organisational and administrative processes; initially, your focus will be on upholding the quality of the Advisory service, with responsibilities expanding as your experience grows.

### Key Responsibilities

- Support the Advisory Stockbroking team in their day-to-day operations, including trading, reviews, client meetings, and administrative tasks.
- Monitor and maintain the Approved and Hold Lists, ensuring all supporting documentation (Reasons Why Notes, risk rating forms, etc.) is accurate and up to date.
- Prepare and maintain complete, accurate, and properly filed client records and file notes.
- Assist in the preparation of investment proposals, meeting materials, peer reviews, and project work.
- Carry out regular system checks to ensure compliance with internal policies and procedures.
- Prepare and input trades for execution in Tercero, gaining a full understanding of the trading process.
- Monitor daily overdrafts, update KYC/W8 client information, and track action points from Advisory meetings.
- Maintain professional communication with clients via email, phone, and in-person meetings, ensuring their needs are met.
- Attend daily investment calls, internal meetings, company presentations, and client events.
- Develop and maintain strong market knowledge, staying informed on current market trends and stock events.
- Contribute to departmental efficiency by supporting process improvements and assisting with ad hoc tasks as required.

### Key Skills

- Genuine passion for investments and stock markets.
- Strong mathematical and IT skills.
- Commitment to studying towards relevant professional qualifications.
- High levels of self-motivation, drive, and determination.
- Excellent communication skills with the ability to work independently and as part of a team.
- Strong organisational skills.
- Proactive, responsible, and able to use initiative within set guidelines.
- Professional presentation and conduct at all times.
- Ability to prioritise and manage multiple tasks in a dynamic environment, remaining calm under pressure.