

Job Title:	Marketing Production Assistant	Reports to:	Marketing Manager
Department:	Marketing	Location:	Guildford or London
Job Holder:	Maternity Cover / Fixed Term Contract	Effective Date:	June 2021 to July 2022
Senior Manager / Certification Regime: Conduct Rules			

We are looking for a Marketing Production Assistant to join our Marketing team to provide maternity cover on a fixed term contract. The successful candidate will be based at either our London or Guildford office with some travel to the other location.

If you are interested in applying for this role, please send your CV (together with details of current salary) to Niamh Dempsey, HR Director niamh.dempsey@premiermiton.com

Premier Miton was formed in November 2019 from the merger of Premier Asset Management Group plc and Miton Group plc. Our merger has brought together the capabilities, expertise and knowledge of two highly regarded companies to create a new organisation that is even better placed to deliver the right outcomes for our clients.

Premier Miton focuses on two principal areas of investment expertise: outcome-based, multi-asset investment, and single-strategy, active equity investment, for example UK, European, US and global equity funds. The diversity, strength and depth of our product range allows us to offer portfolio solutions for a wide range of client needs.

Our business is centred on managing our clients' money. We aim to meet their needs by offering strong investment products and delivering sustainable long-term outcomes, underpinned by responsive client service and transparent, proactive communication.

Job Purpose / Job Objective

- To work within the Marketing Department and have responsibility for the production of a range of retail client and financial adviser focused marketing materials and product information to help promote and explain Premier Miton's investment products and services; including presentations, sales aids, reports, brochures, advertising, administrative documents (terms, application forms)

Principal Responsibilities / Deliverables

Responsibility	Associated Tasks / Deliverables
Marketing material production	<ul style="list-style-type: none">• Updating and creating a range of marketing materials and financial promotions literature, including, for example, product reports & sales aids, factsheets, brochures, application packs, and client newsletters,• Update and preparation of existing presentations and creation of new presentations using a variety of tools (including sourcing performance data from third party data vendors)• Production of artwork, sourcing images, print buying and copy checking• Providing support for external events as required, which may include the preparation of packs, and organisation of corporate merchandise• Organising the production of branded items such as stationery and merchandise• Consideration of Financial Conduct Authority rules and other relevant regulations and the principles of treating customers fairly when producing marketing material
Process management	<ul style="list-style-type: none">• Ensure ongoing compliance with financial promotion rules• Maintain up-to-date procedures and adhere to all internal procedures• Compliance with Financial Conduct Authority rules and the principles of treating customers fairly when producing communications material
General Marketing Support	<ul style="list-style-type: none">• Any additional ad-hoc marketing support required.• Ensure robust and updated procedures are in place and followed for all processes
Individual Conduct	<ul style="list-style-type: none">• Act with integrity.• Act with due care, skill and diligence.• Be open and co-operative with the FCA.• Pay due regard to the interests of customers and treat them fairly.• Observe proper standards of market conduct.

Education, Experience, Skills and Abilities

	Essential / Desirable
Education / Qualification <ul style="list-style-type: none">• Educated to A level standard or equivalent	E
Experience / Knowledge <ul style="list-style-type: none">• Understanding of the principles of treating customers fairly and an ability to ensure these principles are embedded in the marketing material and communication.• Knowledge of the asset management or financial services industry	D D
Skills <ul style="list-style-type: none">• High level of accuracy and attention to detail;• Strong IT skills including InDesign and Illustrator;• Ability to work on own initiative;• Strong interpersonal skills with the ability to liaise effectively with internal departments and external agencies / suppliers;• Good communication skills – both written and verbal;• Team player	E D E E E E
Characteristics <ul style="list-style-type: none">• Ability to work under considerable pressure and adhere to strict timescales.• A highly organised approach to their work.• Proactive• Flexible and adaptable;• Creative and innovative	E E E E E

Other Information

Some travel required to attend relevant meetings, generally in the UK
