



Apprenticeship Programme

About Charles Stanley

Charles Stanley is one of the UK's leading Wealth Management firms, providing our clients with tailored advice and solutions at every stage of their financial journey. Our focus on clients has endured since our foundation in 1792 and since then we have created financial security for tens of thousands of people. With over 810 employees spread across a network of over 25 offices throughout the UK, we remain committed to providing our clients with the highest standard of service.

Charles Stanley is part of the Raymond James Financial, Inc. group of companies. Raymond James Financial, Inc. (NYSE: RJF) is included in the S&P 500 and is a Fortune 500 company.





Entry Requirements

You do not need to have any previous work experience. What we are looking for is commitment, a desire to learn and a willingness to contribute. You will need to have the following:

- ▶ A minimum of 5 GCSEs (or equivalent) at grade C/4, including English and Maths.
- ▶ A positive attitude, a readiness to take part, openness to new activities and ideas and a desire to achieve results.

Programme Overview

The Programme is designed for individuals who would like to pursue a career within the wealth management industry at Charles Stanley. This year the programme has four vacancies in London – two positions in our Financial Planning Team, one in our CASS Team, and one in our Middle Office Team.

This apprenticeship programme combines formal study with on-the-job learning and training, at the end of which you may be offered a permanent position with Charles Stanley.

Professional Qualifications and Training

You will be expected to complete an Apprenticeship Standard that is relevant to your chosen business area.

In addition to the below, you will undertake a programme of core skills training. The programme will include training in time management, personal impact and team working.



Operations and Middle Office – Investment Operations Technician Level 3 Apprenticeship (24 months)

You will study for the Level 3 Investment Operations Certificate – three exams (Chartered Institute of Securities & Investments). Your studies will be fully funded by Charles Stanley, and you will be given one day per week to focus upon your studies.



Financial Planning – Financial Services Administrator Level 3 Apprenticeship (15-18 months)

You will study for the Level 3 Investment Operations Certificate – one exam (Chartered Institute of Securities & Investments). Your studies will be fully funded by Charles Stanley, and you will be given one day per week to focus upon your studies.

Wider Involvement

Apprentices are encouraged to participate in firm wide initiatives including the following:

- Corporate Social Responsibility – A chance to get involved in our initiatives including supporting our charity of the year.
- Opportunity to attend internal and external networking events.
- Opportunity to become an active participant in sports and internal social events.

Mentoring and Buddying

When you join the Apprenticeship Programme you will be assigned a mentor and a buddy.

The mentor will be in a senior position at the firm and the buddy will be an employee who is in the early stages of their career.



FAQs

- When can I apply?**
You can apply now through the OpenPalm website <https://www.openpalm.org.uk/apprenticeships>.
- Can I apply for more than one business area?**
Individuals would apply for the Apprenticeship Programme at Charles Stanley and then be allocated to a suitable position if successful.
- Where will the positions be based?**
Four of the positions will be based in London.
- When is the deadline for applications?**
10th July 2023.
- What will the selection process involve?**
An online application form with a video submission of why you are interested in the Apprenticeship Programme. Followed by an interview in our London Office.
- When will interviews be held?**
17th – 26th July 2023.
- When will offers be made?**
By 11th August 2023.
- When does the programme start?**
2nd October 2023.

Overview of the Business Areas

Charles Stanley offers you the benefit of working for a successful firm that offers security and opportunity within an environment that supports continued learning and development. We provide rewarding challenges and unique opportunities across the business. The next couple of pages will give you a brief overview of what you can expect from each area.

Client Money and Assets

Charles Stanley's Client Money and Assets (CASS) teams ensure that the firm complies with the FCA's rules, client money calculations and client money bank account and custodian reconciliations.

Key Skills and Behaviours

An ideal apprentice will have:

- A willingness to learn and to develop new skills.
- A professional, methodical, and organised approach, with good time management.
- Good attention to detail particularly with written information.
- Strong interpersonal and communication skills, with the confidence to challenge when appropriate.
- A good working knowledge of MS Office, in particular Excel, Word and Outlook.

Programme Structure

- During the 24-month programme, apprentices will cover topics allowing them to develop skills and understanding of the world of financial services, regulation and compliance, financial products and services, and building impactful relationships and providing excellent customer service.
- Our Investment Operations Technician programme combines outstanding classroom training, dedicated workplace coaching and on the job experience to build the necessary skills, knowledge, and behaviours to become a highly competent Investment Operations Technician professional.
- In addition, apprentices will work towards a recognised professional qualification - CISI Investment Operations Certificate (IOC).



Middle Office

The Middle Office provide centralised support to various front office business divisions. They are responsible for the efficient set up of client accounts and all the central client reporting. They provide quality checks and monitoring of all front office client activities to ensure procedures are followed.

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Financial Planning

A team of expert Financial Planners and support staff who provides specialist advice in a range of areas, developing a robust plan to help secure individuals' financial future and the Investment Managers who manage the individuals' money in an investment portfolio tailored to suit their requirements.

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- Strong interpersonal and communication skills, with the confidence to challenge when appropriate.
- A good working knowledge of MS Office, in particular Excel, Word and Outlook.

Programme Structure

- During the 15 – 18-month programme, apprentices will cover topics allowing them to develop skills and understanding of the world of financial services, regulation and compliance, financial products and services, and building impactful relationships and providing excellent customer service.
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- In addition, apprentices will work towards a recognised professional qualification - CISI Introduction to Securities and Investments.



Getting Started

An ideal apprentice will have a commitment to learn and a willingness to contribute. If this sounds like you, please visit the Open Palm website to apply online.

www.openpalm.org.uk/apprenticeships

www.charles-stanley.co.uk

**CHARLES
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Wealth Managers



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