

Perspective is a national financial planning and wealth management group which operates from 19 offices across the UK employing over 225 staff, including over 70 highly qualified advisers. It provides impartial, specialist advice for individuals, corporates and trustees on pensions, retirement planning, inheritance tax planning, investments and group risk and business protection matters, often working closely with other professional advisers such as accountants and lawyers.

The group differentiates itself by having a strong and ethical client-centric culture, a robust compliance approach and a clear focus on developing its pipeline of trainee adviser talent through its workplace based in-house Training Academy.

CBPE Capital LLP made a major investment in Perspective to support the Group's management team with their continued focus on providing high quality advice to their existing client base, growing organically and making selective acquisitions.

Perspective has gained a reputation as the 'acquirer of choice' for Financial Planners looking to retire and exit the industry and for larger Financial Planning firms looking to join an established and growing industry leading group.

Group Recruitment Administrator (ref: 133)

Location: Home based, but preferably within travelling distance of our Head Office in Chorley (1-2 days per week in the office)

Hours: Monday - Friday 9.00am - 5.00pm (35 hours)

Salary: £18,000 - £20,000 Dependant on experience and qualifications

Benefits: 25 days holiday (rising with length of service) plus Bank Holidays, Holiday Purchase Scheme, Life Assurance, Pension and Corporate Eyecare

Role Description:

Due to business growth our Group People Team is expanding, and we have a fantastic opportunity for a friendly and motivated Recruitment Administrator to join our small team who will be responsible for undertaking the recruitment administration within the Group which has a key focus on the recruitment and onboarding of Financial Advisers.

Specific Responsibilities:

The key duties of the role are listed below:

Support Principals/Managers and Group People Department with recruitment which includes the following:

- Drafting job descriptions
- Dealing with candidates over the phone and e-mail
- Ensuring application forms and other recruitment forms are returned in a timely manner
- Undertake referencing for all Advisers in the Group complying with FCA requirements
- Undertake Right to Work and identity checks
- Undertaking DBS checks
- Notifying unsuccessful candidates, and manage internal and external recruitment correspondence
- Providing an excellent candidate experience every time
- Other admin as required to support the Group People Department
- Work with the Group Head of People and wider People team to improve the efficiency and effectiveness of the recruitment process
- Due to the nature of the business, the role may also include additional responsibilities considered reasonable

Perspective's flexible and pragmatic approach means we can create mutually beneficial acquisition deal structures and completion timescales, while priding ourselves on delivering a client-centric, ethical approach focused on long term (often multi-generational) client relationships.

Privacy Policy

Perspective Financial Group Ltd ("us", "we") respects your right to privacy. Our Privacy Policy explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights. Our Privacy Policy is available on our website <https://www.pfgl.co.uk/privacy-policy/>

Experience and key requirements are:

The successful candidate will need to be motivated, friendly and professional at all times. Key requirements are:

- Previous recruitment experience is essential
- Experience of complying with FCA or other regulatory/compliance frameworks advantageous
- A reliable person who can manage and prioritise workloads
- Excellent organisational and multi-tasking abilities are essential
- Excellent communication skills at all levels
- Good attention to detail
- Ability to learn new systems and processes
- Self-motivator
- Flexibility/ adaptability to cope with change
- Confidential and professional
- Confident with other IT and office software packages including Outlook, Teams and other specialist systems

How to apply

Please send your CV and cover letter to recruitment@pfgl.co.uk quoting **Group Recruitment Administrator (ref: 133)**

Any unsolicited CVs will be sent at the recruitment agency's own risk and will be interpreted as 'gifts' and we have no liability to you for any fee or otherwise. We reserve the right to engage with candidates directly having not, in any way, entered into your terms and conditions. By submitting an unsolicited CV to us, or to any member of our staff, you accept these terms as the default position