



Best Practice Certification Scheme Assessor

At Standards International, we believe that everyone has the power to realise their extraordinary potential. Due to ambitious growth plans, we are looking to recruit a **Best Practice Certification Scheme Assessor** to join our small but amazing, innovative and driven team.

The successful candidate will earn £30,000 - £35,000 per annum, dependant on experience and qualifications, in addition to a generous benefits package that includes:

- 25 x days paid annual leave, plus bank holidays
- 12 x days paid leave at the end of each month for our Funday Friday
- 1 x day paid leave for your birthday
- Extended Christmas and New Year leave
- Access to employee discount benefits via Perk Box
- Employer (3%) and Employee (5%) contributory pension scheme
- Flexible working opportunities

As a fully remote business the role can either be home based or based at our countryside office in Hertfordshire.

If you have experience of working in Financial Services, specifically in the area of standards, compliance and/or business operations and have an inquisitive nature, client centric focus, eye for detail and love thinking on your feet, then this is a perfect opportunity to grow your career in one of the most exciting and dynamic, certification, training, and consultancy business, that services UK and global clients in the financial services sector.

Role requirements

The successful candidate must be able to demonstrate the following skills and qualities:

- A love of processes and procedures
- A desire to make a positive and instrumental difference in Financial Services
- Excellent written and verbal communication skills, with a strong focus on attention to detail
- A 'can do' attitude and a solutions approach to thinking
- Task and deadline focused
- Skilled at building warm and reciprocal client relationships
- Confidence to manage and deal with challenging conversations and deliver feedback in a positive manner.

Qualifications and experience

Educated to degree level or equivalent.

Ideally a minimum of 2 years previous experience working in financial services, either in a financial planning and/or advisory practice or associated financial services organisations.

Previous experience of working in a training capacity or a background in assessing and/or auditing, would be advantageous.

Role responsibilities

- Effectively managing a client base and taking responsibility for maintaining an appropriate assessment schedule

Standards International Limited

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- Conducting gap analyses, document reviews and assessments to establish good working practices and identifying any areas for improvement
- Producing accurate reports within agreed timescales
- Communicating the recommended results of the assessment to clients
- Ensuring clients fully understand the reasons for any areas of non-conformity and what needs to be done to address the issues within agreed timescales
- To proactively build and capitalize on a network of contacts, for the benefit of the business
- Effectively communicate details of whole service proposition and benefits of certification to clients and the wider market
- Managing and conducting prospect and client calls
- To assist with product development
- Contribute relevant content as required
- Maintaining effective individual workflow and task delivery
- Plan and maintain an effective CPD training and development programme
- Attend internal meetings, training and development days
- Assisting with the training of new staff.

The Best Practice Certification Scheme Assessor will be required to travel extensively within the UK and may occasionally be required to travel internationally.

The role holder may from time to time be required to undertake reasonable additional or other duties as is necessary to meet the needs of the business.

The role holder will keep up to date with legislative and industry changes that affect the business and its clients.

Standards International

Standards International is the powerhouse behind professionalism and operational excellence in financial services. We set the standards, we live the standards, we are the standards!

We support financial planning business owners and their teams to be the best they can be – in all aspects of what they do! Our clients have often reached a point where they know that things could be done better, more efficiently and simply, but they don't know how to start or where to turn – so they call us!

Our founder Michelle Hoskin, aka Little Miss WOWW!®, strongly believes everyone has the power to realise their extraordinary potential and this is synonymous with the approach we take to running our business.

As the successful candidate you will be encouraged to grow, learn and continuously push the boundaries to unleash your own true potential and to help drive our business forward.

How to apply

Interested candidates, should submit an achievements focused CV, with a covering letter outlining why they feel they would be a great fit to work in our business, by emailing joinus@standardsinternational.co.uk.

The closing date for applications is Monday 19 July 2021, with interviews taking place week commencing 26 July 2021, at our office near Hitchin, Hertfordshire.

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