

## Chief Knowledge Officer (Qualified Actuary or Tax Advisor)

Biograph Wealth Advisors is a leading wealth management company based in Dublin 2. Our clients are typically high net worth individuals such as business owners, entrepreneurs, medical professionals and some of Ireland's leading sports professionals. Intentionally small, we operate at the forefront of investment theory whilst delivering a best-in class wealth management experience to our clients.

We are currently recruiting for a Chief Knowledge Officer to join our senior leadership and advisory team. This is a strategic role focused on building and systematising Biograph's intellectual capital, ensuring advice quality scales across the firm while positioning Biograph as a thought leader in wealth management.

### Activities:

As Chief Knowledge Officer, the role will be varied. It is envisioned that a third of the role will be client-facing, a third will be research and analysis and the remaining time will be dedicated to training and developing the team. You will work closely with the advisory group and senior leadership team. Your responsibilities will include:

- Supporting advisors on high-complexity client cases across tax, pensions, estate planning and investments.
- Quality assurance review of sophisticated financial planning recommendations.
- Participating in selected client meetings requiring deep technical expertise.
- Monitoring and interpreting changes in tax, regulatory, pensions and investment legislation.
- Developing Biograph's knowledge frameworks, technical models and decision tools.
- Liaising with third-party tax and actuarial consultants as required.
- Publishing quarterly white papers, technical briefings and client insights.
- Building and maintaining Biograph's internal knowledge management system.
- Delivering monthly technical training sessions to the advisory team.
- Creating and maintaining a case study library and technical playbooks.
- Collaborating on the development of Biograph's AI-enabled advisory capability.
- Mentoring advisors in complex reasoning, judgement and client communication.
- Representing Biograph at industry forums, conferences and technical events.
- Other duties as assigned.

### Essential Knowledge & Skills:

- Tax (CTA) or Actuarial qualification strongly preferred.
- 5 years + experience in private client advisory, actuarial or tax environments.
- Proven ability to translate complex technical issues into clear, practical advice.
- Demonstrated experience producing technical or thought leadership content.
- Excellent written and verbal communication skills.
- Comfortable operating at both strategic and detailed technical levels.
- Strong professional judgement, discretion and integrity.
- Ability to build scalable systems and frameworks, not just answer technical questions.

If you would like to have a confidential discussion and find out more, please reach out directly by email to [lisadelahunt@biograph.ie](mailto:lisadelahunt@biograph.ie)

### Package:

We offer a very competitive package for the right candidate. The hours are 9am to 5pm (Mon – Fri) at our offices in Dublin 2.

- Competitive salary commensurate with your experience
- Performance based bonus.
- Participation in the Long-Term Incentive Plan (LTIP).
- 22 days annual leave plus bank holidays and company days.
- Pension contribution.

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- Ongoing professional development support.

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