Job Description

Job Title: *Paraplanner*
Usual Hours of work: *Monday to Friday, 09.00 to 17.30*

Key Responsibilities

General

- Keep up-to-date with new product, technical and legislative changes within the marketplace.
- Comply at all times with the firm's Compliance; Training & Competence; Complaints and Data Security policies / procedures.
- To ensure that the firm's clients are treated fairly at all times.
- To work as part of a team alongside the firm's advisers and administrators to provide clients with a professional ongoing Financial Planning experience.

Specific

To prepare and maintain client files

- Once in receipt of a completed 'factfind', collate all the relevant quantitative detailed information required to compile a Financial Planning report.
- Check all paperwork / information is available to ensure that the client file meets the FCA's rules and requirements.
- Discuss the client's needs and objectives with the relevant adviser.

To prepare recommendations

- Undertake research to identify suitable solutions to meet the client's needs and objectives.
- Prepare information for analysis by the adviser.
- If applicable, liaise with the client's legal and tax advisers.
- Prepare draft recommendation report.
- Discuss draft recommendation report with the relevant adviser.
- Obtain 'sign-off' by the relevant adviser.

To implement recommendations

- Prepare suitability reports in accordance with the agreed recommendations.
- Ensure all compliance paperwork is in order.
- If relevant, act on any changes made by the client.
- Implement the chosen / agreed investment strategies.

To undertake client reviews

- Act as main point of contact and deal effectively with queries from clients and other parties.
- Establish and build strong relationships with clients.
- If required, attend client meetings with adviser.
- Organise future planning meetings with clients, in accordance with agreed timescales.
- Review investment portfolio, asset allocation, risk profile etc.

***Note**: No job description can cover every issue, which may arise within the post at various times, and the post-holder will be expected to carry out other duties from time to time.*

Person Specification

Paraplanner

		Essential	Desirable
Qualifications	Level 4 Diploma in Financial Planning	✓	
	Hold or be working towards the Advanced Diploma in Financial Planning		✓

Experience	Working for an Independent Financial Adviser	✓	
	Working on own initiative with minimum supervision	✓	
	Delivering telephone advice		✓
	Working with vulnerable customers		✓
	Experience of working with clients with profound disabilities		✓
	Experience of dealing with sensitive and confidential situations		✓

Skills & Knowledge	Wide ranging IT skills and knowledge including Microsoft Office	✓	
	Ability to communicate clearly both verbally and in writing	✓	
	Ability to time manage and prioritise own work load	✓	
	Excellent report writing skills	✓	
	Knowledge or experience of Personal Injury Trusts		✓

Personal Qualities	Excellent interpersonal skills and a proven ability to communicate effectively at all levels	✓	
	Demonstrates commitment to providing an excellent advice service	✓	
	Ability to remain calm and professional when under pressure	✓	
	Ability to organise and prioritise work when under pressure	✓	
	High standards of personal and professional integrity	✓	
	Commitment to providing high quality customer service and continuous improvement	✓	