JOB SPEC
PARAPLANNER

Job Title: **Paraplanner**

Purpose Of Job: To work alongside Financial Planners (FP) taking full responsibility for preparation and maintenance of client files, preparation and implementation of recommendations and Financial Plans (including cash flow forecasts), and ongoing reviews of client affairs. To keep up to date with technical issues and undertake necessary research.

Reports To: Practice Manager

Key Responsibilities & Accountabilities

Client servicing

- Establish and build strong relationships with clients and attend client meetings when required
- Provide a friendly and professional point of contact for clients and enquiries by phone, email and in person
- Respond to client technical enquiries

Preparation & maintenance of client files

- Ensure completeness of client file/data gathering
- Confirm risk profile is determined and up-to-date
- Check all compliance paperwork is present
- Liaise with administration team to maintain accurate client records on the back-office system, platforms and any other IT systems e.g. cashflow and risk profiler

Preparation of recommendations

- Identify and obtain information necessary to compile client recommendations / cash flow forecasts
- Compile draft net worth statements; income and expenditure statements and financial cash flow forecasts for review by Financial Planner
- Identify areas for planning
- Carry out technical calculations
- Carry out due diligence on products, investments, providers etc
- Undertake research to identify suitable solutions to meet clients' needs
- Prepare information/comparisons for analysis by Financial Planner
- Liaise with clients' legal and tax advisers (if applicable)
- Consider current and future asset allocation for investment strategy in relation to client risk profiles and lifetime cash flows
- Produce clear, technically accurate, compliant and concise Financial Plans and Suitability Reports as per business process
- Ensure that all recommendations and reports meet legal and regulatory requirements

Implementation of recommendations

- Make changes to clients' investments as necessary
- Ensure agreed action points get diarised, actioned and completed as per business process
- Liaise with administration team to process recommendations as per business process; assist when needed

Preparation of reviews

- Prepare and coordinate review documentation, including financial plan and portfolio review as per the Annual Review Process
- Review investment portfolios, asset allocations, risk profiles etc
- Carry out technical calculations
- Implement agreed actions post review
- Attend client meetings when required

Other

- General research related to all aspects of financial planning (e.g. product and platform research)
- Keep up to date with compliance changes and update templates
- Prepare and collate documentation needed for investment committee meetings
- Ensure CPD requirements are met and maintain up-to-date training records
- Assist your colleagues with technical enquiries and provide support when needed
- Other duties as directed by management

Personal Specification

JOB TITLE: Paraplanner

CRITERIA	E OR D
KNOWLEDGE	
Microsoft Word, Excel and electronic diary management	E
Advanced Excel	D
Excellent technical knowledge of Financial Services Products	E
Knowledge of technical financial planning tools and financial modeling software e.g. Voyant/Truth	E
Knowledge of financial planning	D
SKILLS	
Highly organised, methodical, analytical and disciplined	E
Excellent communicator (both verbal & written)	E
Ability to assimilate technical information into an understandable format for clients	E
Highly numerate	E
Shows initiative and takes personal responsibility for completing tasks	E
Able to work within defined business processes	E
Adopts a positive attitude, willing to assist others when busy	E
Able to work under pressure on occasions to achieve deadlines	E
Excellent attention to detail	E
Able to achieve agreed outcomes without supervision	E
Able to prioritise and plan own workload	E
EXPERIENCE	
At least 2 years' experience working as a Paraplanner	E
At least 2 years working within a financial planning environment	D
QUALIFICATIONS	
Diploma in Financial Planning	E
JO1 – Taxation	D
JO2 – Trusts	D
Pension Transfer Specialist	D
Chartered Financial Planner	D
Certified Financial Planner	D
BSc in Economics, Mathematics, Physics, Business or a related discipline	D

D = Desirable
E = Essential