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| **Example Task** |
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| Client Acquisition |
| Managing existing client relationships |
| Business Strategy |
| Marketing - Writing external articles/website |
| Overall compliance responsibility/oversight/ML |
| HR oversight/recruitment/appraisals/initial training |
| Prospecting - professional connections |
| PII renewal |
| Budgets |
| New Business Processing |
| Obtaining applications and illustrations |
| Obtaining valuations |
| Existing Business servicing |
| Answering phones |
| Post |
| Filing |
| Fund switches |
| Client Review Meeting Process |
| Diary chasing |
| Ordering of stationary |
| Ordering consumables |
| Organising events/seminar |
| Pre meeting preparation |
| Pre meeting confirmation letter |
| Review meeting confirmation letter |
| Update CRM |
| Inputting cashflow |
| Compliance admin |
| Client meeting & greet |
| Working through file note actions |
| Formulating Advice |
| Suitability Reports Financial Plans |
| Changes to RWL templates  |
| Responding to client emails  |
| Answering phones |
| Platform due diligence  |
| Recommending rebalance & cost implications  |
| Responding to client emails (technical queries etc)  |
| Carrying out calculations for withdrawals/encashment  |
| Analyse client needs and provide recommendations |
| Attend client meetings / follow up |
| Pre investment committee organisation |
| Portfolio recommendation |
| Portfolio due diligence  |
| Process implementation |
| Obtaining applications & pre fill |
| LOAs |
| Data gathering |
| Book keeping |
| Invoicing |
| Payment of invoices |
| Expenses |
| Gabriel |
| Payroll |
| Companies House Return |