Job Description
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 implementations 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: Operational Director/Practice Manager

Key Responsibilities & Accountabilities

Preparation & maintenance of client files

- Ensure completeness of client file/data gathering
- Confirm risk profile is determined and updated
- Check all compliance paperwork is present

Preparation of recommendations

- Identify and obtain information necessary to compile clients recommendation / cash flow forecast
- Compile draft net worth statement; income and expenditure statements and financial cash flow forecast for review by FP
- Identify areas for planning
- Carry out technical calculations
- Undertake research both independently and with FP to identify suitable solutions to meet the clients' needs
- Prepare information/comparisons for analysis by FP
- Liaise with clients' legal and tax advisers (if applicable)
- Consider current and future asset allocation of assets for investment strategy with regard to the client risk profile and lifetime cash flow
- Produce clear, technically accurate, compliant and concise Financial Plans and Suitability Reports as per Advice Process

Implementation of recommendations

- Make changes to clients' investments as instructed
- Ensure agreed action points get actioned
- Liaise with administration team to process recommendations as per Advice Process

General administration

- Prepare and coordinate review documentation including; financial planning and portfolio review as per the Annual Review Process
- Review investment portfolio, asset allocation, risk profile etc
- Carry out technical calculations
- Implement agreed actions post review
- Attend client meetings if required

Personal Specification

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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 3 years working within a financial planning environment	*E*
QUALIFICATIONS	
Diploma in Financial Planning	*E*
JO1 - Taxation	*E*
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