Job Description: Financial Planner

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Purpose Of Job: To provide holistic financial planning advice to private clients and to ensure a smooth delivery of excellent client service as per our business processes. To generate profitable new business and ongoing income streams.

Reports To: Operational Director/Practice Manger

Key Responsibilities & Accountabilities:

- Management of a portfolio of wealthy clients and provision of ongoing reviews as per our business processes
- Generation of new business opportunities
- Conversion of prospects to clients generated through professional and existing client referrals
- Attendance and participation in private client meetings and reviews
- Provision of ongoing servicing to existing clients as per our service proposition
- Work with support team to produce clear, technically accurate, compliant and concise financial plans, cash flow forecasts and suitability reports as per the advice process
- Support other team members in specialist knowledge areas
- Attend functions and events to build professional relationships and promote the firm
- Network with professional partners and introducers to identify private clients and high net-worth opportunities
- Help potential clients make positive decisions about their financial future and to implement any recommendations
- Provide all advice within a strict ethical and compliance framework, ensuring that all operations affecting the firm's clients are carried out in accordance with the regulator
- Provide regular activity data to the Operational Director
- Share ideas and innovations which could improve our business processes or enhance client relationships
- Ensure continuous development of your financial and technical expertise
- Keep up-to-date with the current developments in financial services, financial markets, and economic trends

Scale & Territory Indicators

Full financial planning, core product range of mainstream financial products (e.g. SIPPS, Pensions, Investments). Target clients are Business Owners, Families and Entrepreneurs. Some (but not all) leads will be provided. Typical client value £xxk pa.

Territory: UK

Support Provided

- Lead generation
- Dedicated highly qualified and experienced paraplanning and client servicing team

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Personal Specification:

Job Title: Financial Planner

Criteria:	E or D
Knowledge	
Microsoft Word, Excel, powerpoint and electronic diary management	E
Advanced Excel	D
In depth technical knowledge and understanding of all financial planning	E
Knowledge of technical financial planning tools and financial modeling software e.g. Voyant/Truth	E
Excellent compliance record with detailed understanding of the compliance requirements	E
Skills	
Interpersonal skills to develop and maintain client trust and inspire confidence	E
Be able to apply own judgment and experience when making decisions or speaking to clients	E
Strong interpersonal skills with excellent communication and ability to build strong lasting relationships	E
A thorough understanding of client circumstances and how they can affect the advice given	E
Highly organised, methodical, analytical and disciplined	E
Excellent questioning and listening skills particularly in uncovering clients' objectives	E
Excellent presentation and highly effective negotiation skills	E
Proven track record in a fee based environment	E
Ability to work supportively and jointly with colleagues across the business	E
Experience	
Minimum 5-7 years Financial Services industry experience & product knowledge	E
Minimum 3-5 years IFA/Adviser experience	E
Minimum 2 years of experience of cash flow planning	E
Qualifications	
Diploma in Financial Planning	E
Advanced Diploma in Financial Planning	E
Certified or Chartered Financial Planner	D
Pension Transfer Specialist	D
BSc in Economics, Mathematics, Physics, Business or a related discipline	D

D= Desirable E= Essential