

Paraplanner Job Description

Job Description

Business Unit	Client Delivery
Department	Client Delivery
Location	Vacancy Specific
Manager	Client Delivery Manager/Team Leader
FCA Regulated	No
Validated By	Human Resources

Job Purpose:

Prepare written advice and provide technical research services holistically across a broad range of financial products and planning opportunities to a team of Financial Planners. Ensure that the preparation of advice for clients (both internal and external) is of the highest quality and delivered in an efficient manner whilst mitigating any risks to the business and assisting with the achievement of business targets.

Key Responsibilities:

- Develop and maintain effective relationships with clients and colleagues.
- Prepare suitability reports across a wide range of financial products.
- Ensure all relevant compliance paperwork has been carried out.
- Carry out technical research as part of the existing arrangement review process.
- Maintain core systems ensuring that all tasks are carried out and completed in line with the company policy and procedures.
- Maintain awareness of, and act in accordance with, all Compliance and legislative obligations.
- Obtain data on in-house and third party products in order to provide technical valuations as required.

- Discuss client objectives with the relevant Financial Planner, identifying and obtaining necessary client information in order to prepare the necessary suitability check.
- Deal with client and insurer queries to completion as appropriate.
- Ensure that client queries are appropriately investigated and accurate responses given.
- Accurately and efficiently support the Private Client/Financial Planning team to enable the achievement of targets and meet client expectations.
- Regularly participate in team meetings, including highlighting issues and owning actions through to resolution.
- Proactively enhance industry and Company knowledge, through external and internal sources and maintaining an accurate CPD log.

Skills and Qualifications:

- Minimum Diploma in Financial Planning (DipPFS) or equivalent Level 4 industry qualification.
- Minimum 2 years' experience in a similar Paraplanning role with a desire to further development and to undertake relevant examinations.
- Client focused with a good telephone manner.
- Proficient IT skills in core Microsoft Office systems.
- Organisation and prioritisation skills to meet deadlines.
- Articulate.
- Excellent inter-personal skills, both written and verbal.
- Ability to work independently and in a team.