

Financial Planner

Job Description



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Business Unit	Financial Planning
Department	Financial Planning
Location	Various
Manager	Managing Partner/Team Leader
Updated On	October 2016
FCA Regulated	Yes
Validated By	Human Resources

Job Purpose:

To build and develop trusted relationships with current and potential clients. To be responsible for delivering financial planning and wealth management advice. To work within the context of an agreed business plan. All advice given to clients must be suitable, tailored and personalised to the client and in line with advice and control policies.

Key Responsibilities:

- To plan, implement and execute the annual Business Plan in line with the agreed individual targets
- To build new client relationships and maintain and develop existing client relationships through effective ongoing service to help minimise attrition, and to deliver new client instructions and client referrals as a result of satisfied clients
- To achieve the required number and quality of client and Centres of Influence (COI) meeting activity
- To achieve and maintain professional competence as defined within the Company's Professional Standards Framework

- To achieve the requisite level of qualifications and maintain knowledge through Continuous Professional Development (CPD)
- To strive for no complaints and where they are received ensure they are brought to a satisfactory resolution in a timely fashion
- To manage existing client base and prospect resource on an ongoing basis
- To ensure clients have the right asset allocation to achieve their financial objectives with the minimum level of risk
- To ensure all client portfolios are reviewed at least annually in line with clients' changing risk attitudes and strategic requirements
- To build and maintain COIs to initiate and nurture close relationships with professional advisers
- To work in partnership with Investment Management colleagues to develop client relationships
- Act in all times in line with the Company's values

Skills and Qualifications:

- Diploma (Dip PFS) or equivalent, ideally Chartered status
- Proven ability to deal with new and existing clients on a fee basis
- Ability to work under pressure and to meet deadlines
- Ability to understand and communicate advice practices and processes clearly and effectively
- Technical/product knowledge and effective communication of wide ranging holistic financial planning strategies & solutions