

Paraplanner

Date	27 October 2021
Reports to	Nick Gresham-Thompson (NGT)
Works with	Team
Works primarily at	10 St Ann Street, Salisbury, SP1 2DN

1. Statement of expectation

We expect every member of the team to adhere to the firm's rules and policies, as amended from time to time. Be polite, help colleagues out, be respectful, focus on client outcomes, follow the firm's functional plans, standard operating procedures, your job description(s) and endeavour to complete your personal objectives, as detailed in your annual performance plan.

2. Purpose of the Paraplanner role

To deliver the firm's client service proposition to the highest standards, while adhering to FCA rules as interpreted in the firm's compliance procedures.

3. Responsibilities (what's involved?)

Ultimately, a Paraplanner is responsible for delivering the financial planning proposition, alongside the adviser and administrative teams.

Proposition Delivery

For new and existing clients, proposition delivery includes the following activities: -

1. Analysis - full analysis of clients' requirements, development of cash flow models and accurate recording of client data;
2. Solutions - construction of financial planning solutions (investment, retirement, tax and estate planning) supported by the production of computer models and reports;
3. Recommendations - preparation of letters and reports (liaising with administrators), taking full responsibility for the client file and back-office IT records throughout the advice process;
4. Reviews - preparation of client reviews, updating cash flow models, investment performance reviews and production of supporting reports, discussion documents and computer models;
5. Relationship Building - liaison with clients by telephone, letter, email and attending meetings;
6. Coordination - working with administrative staff to ensure application and provider forms are prepared as required and clients are updated throughout the process;
7. Partners - working with other professional advisers e.g. solicitors and accountants to implement an agreed action plan.

Learning and Development (L&D)

In addition to maintaining fitness and propriety (from a regulatory perspective), Paraplanners must undertake the following learning and development activities: -

1. Undertake a program of L&D, using a mixture of internal, external and self-directed resources and materials, in accordance with a defined and agreed annual plan.
2. Completed a defined program of continuous professional development (CPD), aligned to the overall L&D plan.

Project Activities

The firm works on projects throughout the year and Paraplanners are expected to participate from time to time by assisting the Management Team. This could include proposition development, the development and maintenance of appropriate business relationships with professional introducers, product providers, fund managers and other relevant parties.

4. Required skills

A Paraplanner should have the following skills and attributes: -

- Excellent interpersonal skills; able to listen, empathise and build trust with confident private clients who are frequently successful in their field of endeavour;
- Exceptional written and verbal communication skills;
- Able to analyse and interpret quantitative and qualitative data with a view to diagnosing a challenge or opportunity and creating a suitable strategy for the client;
- Presenting solutions to Advisers and in some cases clients;
- Tactful, trustworthy, diplomatic, and able to maintain confidentiality at all times;
- Ability to effectively use a variety of software: Proficiency with MS Office is critical. Knowledge of Prestwood, Fastrak, FE analytics, Selectapension, Iress etc. would be ideal;
- Comfortable working on own initiative, setting and managing personal goals, directing workflow, and managing often conflicting deadlines.

5. Required experience

A Paraplanner is expected to have a minimum of 4 years' experience working with high net worth UK resident private clients and delivering financial planning and investment management services.

In addition, a Paraplanner should be able to demonstrate a thorough understanding of the challenges and/or opportunities that business owners and/or successful professionals encounter at various times in their lives.

6. Required Knowledge

A Paraplanner must be able to demonstrate an understanding of the financial planning process, excellent technical knowledge in relation to personal finance and investment management issues and also possess a strong awareness of the regulatory framework and its application to an independent advisory firm is also essential. They should be qualified to Diploma level 4 and able to demonstrate practical application of technical knowledge and a history of continuous professional development.

Job Title: Paraplanner	
CRITERIA	E or D
KNOWLEDGE	
Microsoft Word, Excel and electronic diary management	E
Advanced Word	D
Advanced Excel	D
Excellent knowledge and understanding of the Financial Services Industry	E
Excellent knowledge of legal and compliance requirements relevant to the role	E
SKILLS	
Highly organised, methodical, analytical and disciplined	E
Excellent communicator (both verbal & written)	E
Highly numerate	E
Adopts a positive attitude, willing to assist others when busy	E
Able to work under pressure	E
Excellent attention to detail	E
Excellent ability to prioritise and plan workload	E
Proven capability in marketing, client servicing, and business development	E
Innovative and creative thinker	E
Excellent team management ability	E
EXPERIENCE	
At least 2 years working in a similar role	E
At least 3 years relevant industry experience	E
At least 3 years working within a financial planning environment	D
QUALIFICATIONS	
Certificate in Financial Planning (Life & Pensions route) or equivalent	E
Level 4 Diploma or working towards	D
BSc in Economics, Mathematics, Business or a related discipline (min 2:1)	D

D = Desirable

E = Essential