Vacancy: Senior Paraplanner

Location: Burnham-on-Sea & at home
Hours: Full time. Term: Permanent
Salary range: £35,000 to £45,000 - determined by qualification and experience
Benefits: Pension, Private Medical Insurance & 30 days' holiday incl. bank holidays & support with professional training.

The role:

An excellent opportunity has arisen for a Senior Paraplanner to join a leading firm of Chartered Financial Planners in Somerset. This long-standing family business specialises in investment and pension advice to individuals and has a loyal, but growing, client base.

You will take a lead role in preparing for and following up new client projects and delivering ongoing aftercare to existing clients. You will work closely with the Directors to enable the Company to offer quality, bespoke financial advice effectively and efficiently. You will provide supervision and oversight for paraplanner and administration colleagues.

You must have the ability to balance commercial needs with compliance requirements and be able to identify opportunities, or flag any concerns. Integral to this role is compliance with our code of conduct, data security and all company policies and procedures.

You will be a key part of a core team of eight colleagues. In a relatively small team, we believe that collaboration, communication, co-ordination and coaching are optimised with regular face to face contact, subject to any ongoing safety restrictions. However, we recognise also the personal benefits from reduced commuting as well as lower corporate carbon emissions. As support to the Directors, the role will need travel to our office in Burnham-on-Sea weekly. This is a full time role but flexible working arrangements such as a four day week can be considered.

About you:

You will be hold a Level 4 qualification in Financial Advice such as the Chartered Insurance Institute Regulated Diploma in Financial Planning. You may be working towards a Level 6 qualification, or want a supportive environment to help you get there. In the future, you might want the opportunity to give advice to clients.

As an experienced professional, you will have excellent IT, communication and organisational abilities. You will be skilled with financial advice software and systems. It will be an advantage if you have prior knowledge of Intelliflo Office, FE Analytics, O&M Pension Profiler and Iress Exchange. Earlier use of platforms such as AJ Bell, Aviva and Aegon would be beneficial.

How to apply:

Please send your CV & a covering letter outlining why you suit the position and would like to join Positive Wealth Creation Ltd by email to Alex Turco, Operations Director at alex@pwcltd.co.uk.

Job Description: 23 June 2021
Job Title: Senior Paraplanner

Items in black are core duties.
Items in purple to provide cover when other colleagues not working or are absent (e.g. holidays, illness etc).

1) **Preparation**
   a. Issue of regulatory packs including introduction brochure and client agreement and issuing confirmation of appointment emails / letters.
   b. Requesting initial fact find information and risk profiling for new business and aftercare forward planning.
   c. Processing Letters of Authority.
   d. Research – FE Analytics, O&M Profiler, Iress Exchange, Moneyfacts, Product Provider web-sites, financial periodicals and any other tools for comparison purposes.
   e. Creating Agenda & Portfolio Reports based on client circumstances and ongoing work.
   f. Presentation preparation and assembly to include appropriate illustrations, fund factsheets, KFD, KIID, spreadsheets;
   g. Writing of overviews and suitability letters based on adviser's notes, fact finds, standard templates and paragraphs for new and existing business.
   h. Writing recommendations for alterations to existing business, including money out.
   i. Application form completion.
   j. Checking Identity Verification Requirements.
   k. Managing online / video meetings and taking notes when present for review.

2) **Follow-up**
   a. Oversee processing transactions to compliant standard.
   b. Creating compliant New Business files.
   c. Dealing with valuable documents.
   d. Client facing work regarding organising medicals and other outstanding requirements of the product providers.
   e. Oversee new and existing business ledgers, platform management, transfers in and out, money in and out, and any other requirements.
   f. Regular checking of issue of contract notes, policy documents, Trust Deeds and subsequent issue of documents.

3) **Business Management**
   a. Supervision, oversight and coaching of Paraplanner & administration colleagues.
   b. Working with the Directors daily to deal with all inbound client communications;
   c. Standard and self-devised outbound communications to clients;
   d. Arranging appointments and managing online meetings, and diary management for the Directors;
   e. Filing, Tidying, Archiving paper and electronic records;
   f. Optimisation of Intelliflo back office software;
   g. Welcoming Visitors, by appointment or otherwise, and hospitality.
   h. Answering Telephone and taking messages where appropriate.
   i. Ability to rectify day to day computer and printer machinery issues.
   j. Ordering equipment, stationery and supplies.
   k. Updating Intelliflo Office with all information received.

The role is customer facing for the purposes of the Chartered Insurance Institute Corporate Chartered Status.

The role does not involve 'giving information' as defined in MiFID 2, or provision of regulated financial advice.