

## Job Description

### Job title: Paraplanner

<b>Reporting To:</b>	<b>Paraplanner</b>
<b>Responsibility for Others:</b>	None
<b>Location:</b>	Holmwood House - Broadlands, Horsham
<b>Hours of Work</b>	Monday to Friday 9.00am to 5.30pm with 1 hour for lunch

#### Overall Purpose of the Job:

Paraplanning is a technical function that supports and informs the work of advisers in all areas of finance, including pensions, tax and investment management. This role is to support the advisers within the company / network.

It is not your role to give financial advice, but to produce letters, reports and supporting evidence for consideration. You are expected to undertake technical analytical work, which may include cash-flow forecasting and investment analysis. You should keep the adviser up to date with communications, as appropriate. It is not anticipated that you will be involved in direct client communication very often, but the adviser may request it in certain circumstances.

#### Key Activities & Responsibilities:

- Preparing and maintaining the paraplanning client file (paper / electronic based files).
- Discussing client objectives and work requirements with the adviser.
- Completing research, analysis and data gathering (including liaising with providers and collating information on investments, pensions and other products, as applicable).
- Sourcing quotes and accompanying client disclosure material (Key Features etc.) and saving to client file.
- Drafting / completion of Suitability Reports. This will involve the use of Financial Planning software tools, such as Selectapension, Assureweb and FE Analytics.
- Assisting advisers and paraplanners with ad hoc requirements. These could range from non-advice related reports to assisting with annual review reports and other activities.
- Ensure in-house systems are effectively used to record case progression and work for costs and audit trail purposes.
- Awareness of industry changes, including with regards to suitability report requirements and maintaining CPD & FCA knowledge, in line with company and CII requirements.
- Ad hoc / miscellaneous tasks.

#### Required Skills/Experience:

- Minimum 3 years Financial Services industry experience, including previous paraplanning experience.
- Level 4 - Diploma Qualified (CII).
- Excellent knowledge of retail investment, savings, pension and protection products.
- Excellent knowledge of suitability report content, format and requirements.
- Significant experience composing suitability letters.
- Ability to communicate with others confidently whilst remaining flexible/adaptable.
- Highly developed analytical, observational, written and verbal communication skills.
- Exemplary attention to detail.
- Strong organisational skills.
- Proficiency with using various software packages, such as Microsoft Excel and Word.

**Desirable Skills/Experience:**

- Relevant experience with external software/tools, such as FE Analytics, Selectapension, Defaqto Engage, Assureweb, Cash Calc or similar.
- Experience with DB or safeguarded benefit pension reviews.