

Job Description

IEP Financial are looking to recruit an experienced Paraplanner to join their growing business based in the heart of Hove.

The successful candidate will have the right mix of hard work and shining personality to thrive within this growing business. You will be working closely with the Financial Adviser and the rest of the Administration team, this would suit someone looking to become part of a dynamic, forward thinking IFA business.

With a competitive starting salary of £25,000 – £40,000 and other company benefits, we are looking for a committed, forward thinking and independent candidate to join our team. Knowledge of Intelligent Office would be a distinct advantage.

Role purpose

Paraplanning is a technical function that supports and informs the work of Financial Advisers in all areas of finance, including pensions, mortgages, general insurance, tax and investment management. A Paraplanner's key role is to process the personal information provided by clients during a meeting with their Financial Adviser, before researching the best solutions that meet each client's financial needs.

Paraplanners do not give financial advice, but they do produce letters, reports and supporting evidence for consideration by the client. They can also undertake highly technical analytical work, including cash-flow forecasting and investment analysis. They then process the paperwork with the product providers and follow up with reviews. They have to keep the Financial Adviser and the client up to date with communications from financial product providers.

The Paraplanner role may be broken down into four key parts:

- Preparing and maintaining the client file.
- Preparing recommendations.
- Implementing recommendations.
- Review.

Preparing and maintaining the client file

Generally, the Financial Adviser should collect the qualitative information (client attitudes, goals, etc.) leaving the Paraplanner to collect all the quantitative detailed information required to compile a financial plan. The Paraplanner may attend client meetings.

- Check all compliance paperwork is present.
- Confirm client risk profile is determined.
- Discuss client objectives with planner.
- Identify and obtain the information necessary to compile financial cashflow forecast.

- Compile draft net worth statement, income and expenditure statements and financial cash-flow forecast and discuss with planner.

Preparing recommendations

- Identify areas for planning.
- Undertake research, both independently and with the Financial Adviser to identify suitable solutions to meet clients' needs.
- Prepare information/comparisons for analysis by planner.
- Liaise with clients' legal and tax advisers (if applicable).
- Consider current and future allocation of assets for investment strategy with regard to client risk profile.
- Prepare draft recommendation reports to be discussed/signed off by planner.

Implementing recommendations

- Prepare suitability letters in accordance with the agreed recommendations.
- Complete application / proposals forms.
- Ensure all compliance paperwork is in order.
- Make changes to clients' investments as instructed.
- Implement the chosen investment strategies.

Review

- Act as the main point of contact and deal effectively with queries from clients and other parties through effective communication.
- Establish and build strong relationships with clients and attend client meetings with Adviser if required.
- Organise future planning meetings with client.
- Review investment portfolio, asset allocation, risk profile, etc.
- Send planning figures to client for update and revision in preparation for next meeting.
- Initiate review meetings with clients.

Responsibilities

- Assist the Financial Adviser/Planner in establishing new client relationships.
- Assess clients' financial circumstances.

- Prepare financial statements to support the development of clients' financial strategies. This may involve the use of Financial Planning software tools, such as O&M Profiler Analytics.
- Carry out research and analyse products and services that are appropriate to each client's financial circumstances.
- Propose and draft financial solutions that meet clients' goals, needs and objectives.
- Assist with the accurate completion of application and proposal forms.
- Implement actions such as changing existing investment holdings and policy information, as directed by the Financial Adviser/Planner.
- Support the ongoing client relationship, including maintaining a client file review system to regularly assess client holdings and changing financial priorities.
- Develop productive working relationships with colleagues and clients throughout the financial services environment.
- Adhere to FCA rules and guidance.
- Act ethically, impartially and always in the best interests of clients.
- Meet the FCA (formerly FSA) Treating Customers Fairly requirements.

These duties are not to be regarded as exhaustive and you may be required to perform such other and/or additional duties within your skill set and competence as the company may require.

Salary: £25,000.00 to £40,000.00 /year

Please note: Salary will be based on experience and qualifications.

Company Benefits: 23 days holiday + bank holidays, company paid eye tests & flu jabs, death in service x3 annual salary, pension is a matched 3% and the offer of salary sacrifice.

Job Types: Full-time, Permanent