kmd
PRIVATE WEALTH MANAGEMENT

# JOB DESCRIPTION

**JOB TITLE:** **Paraplanner**

**PURPOSE OF JOB:**
To work alongside Financial Planners (FP) taking full responsibility for preparation and maintenance of client files, preparation and implementation of recommendations and Financial Plans (including cash flow forecasts), and ongoing reviews of client affairs. To keep up-to-date with technical issues and undertake necessary research.

**REPORTS TO:** Operations Director
**DIRECT REPORTS:** None

**KEY RESPONSIBILITIES & ACCOUNTABILITIES**

**Client Servicing**

- Establish and build strong relationships with clients and attend client meetings when required
- Provide a friendly and professional point of contact for clients and enquiries by phone, email and in person
- Respond to client technical enquiries

**Preparation & Maintenance of Client Files**

- Ensure completeness of client file/data gathering
- Confirm risk profile is determined and up-to-date
- Check all compliance paperwork is present
- Liaise with administration team to maintain accurate client records on the back-office system, platforms and any other IT systems eg cashflow and risk profiler

**Preparation of Regulated Advice**

- Identify and obtain information necessary to compile client recommendations and assist with cash flow forecasts
- Document all the quantitative detailed information required to support any recommendations to be made
- Compile draft net worth statements; income and expenditure statements and financial cash flow forecasts for review by Advisers
- Identify and discuss areas of financial planning with Senior and Associate Advisers
- Carry out technical calculations
- Carry out due diligence on platforms, products, investments, providers etc
- Undertake research to identify suitable solutions to meet clients' needs and specific objectives
- Liaise with product providers and negotiate best terms for clients
- Prepare relevant information and comparisons ready for review by Senior and Associate Advisers
- Liaise with clients' accountants, legal and tax advisers and other third parties in relation to client requirements and holdings

- Consider current and future asset allocation for investment strategies in relation to client risk profiles and lifetime cash flows
- Produce clear, technically accurate, compliant and concise Financial Plans and Suitability Reports as per KMD Advice Process
- Obtain illustrations and application forms as necessary with assistance of the administration team
- Complete and manage applications or proposal forms
- Ensure that all recommendations and reports meet legal and regulatory requirements

**Implementation of recommendations**

- Make changes to clients' investments as necessary
- Ensure agreed action points get diarised, actioned and completed as per business process
- Liaise with other team members to ensure efficient and accurate processing of recommendations as per KMD Implementation process; assist when needed

**Client reviews**

- Oversee preparation of paperwork required for the reviews as per Annual Review Process and contribute technical aspects of review documentation as per the KMD Annual Review Process
- Review client cases, including their investment portfolios, asset allocations, risk profiles etc.
- Carry out financial calculations and prepare spreadsheets
- Attend client meetings when required
- Diarise and oversee implementation of agreed actions post all client meetings

**Other**

- Comply with the Financial Services Acts, the FCA Statements of Principles & Code of Practice, the FCA Conduct Rules and the relevant FCA rules at all times
- Comply with the relevant compliance, Consumer Duty, TCF, T&C and financial crime (anti-money laundering, data security, anti-bribery, fraud and corruption) procedures of the firm at all times
- Keep up-to-date with all relevant product, legislative and technical changes
- Follow appropriate ethical standards within the firm at all times
- Ensure CPD requirements are met and maintain up-to-date training records
- Regularly read industry press and research material to update and increase knowledge and understanding
- Keep up-to-date with compliance changes and update Advice Report templates accordingly
- Assist in the preparation and collation of documentation needed for investment committee meetings
- Maintain all standards of performance as required by the firm
- Assist your colleagues with technical enquiries and provide support when needed
- Assist Associate and Senior Advisers with meeting their annual CPD requirement
- Contribute to the projects where required
- Always look for efficiencies and improvements that enhance the client outcome/experience and/or improve existing processes
- Other duties as directed by management

**PERSONAL SPECIFICATION**

| **Job Title: Paraplanner** | |
|---|---|
| **CRITERIA** | **E or D** |
| **KNOWLEDGE** | |
| Microsoft Word, Excel and electronic diary management | E |
| Advanced Excel | D |
| Excellent technical knowledge of Financial Services Products | E |
| Knowledge of UK taxation rules | E |
| Knowledge of technical financial planning tools and financial modeling software eg Voyant/Truth | E |
| Strong technical knowledge and understanding of financial planning | E |
| High level of pensions knowledge | D |
| **SKILLS** | |
| Strong interpersonal skills to develop and maintain client trust and inspire confidence | E |
| Ability to apply own judgement and experience when making decisions or speaking to clients | E |
| Excellent communicator (both verbal & written) | E |
| Excellent listening skills | E |
| Highly organised, methodical, analytical and disciplined | E |
| Ability to assimilate technical information into an understandable format for clients | E |
| Highly numerate | E |
| Shows initiative and takes personal responsibility for completing tasks | E |
| Ability to work within defined business processes | E |
| Excellent ability to prioritise and plan workload | E |
| Adopts a positive attitude contributing to the creation of a great workplace | E |
| Ability to work under pressure on occasions to achieve deadlines | E |
| Ability to work collaboratively and to provide support to colleagues when needed | E |
| Ability to take high quality meeting notes | E |
| Excellent attention to detail | E |
| Ability to achieve agreed outcomes without supervision | E |
| Excellent diary management | E |
| **EXPERIENCE** | |
| Used to dealing with High Net Worth clients | E |
| Minimum 2 years' experience working as a Paraplanner | E |
| Minimum 3 years working within a financial planning environment | E |
| Previous PA or client relationship management experience | D |
| **QUALIFICATIONS** | |
| Certificate in Financial Planning or Paraplanning | E |
| Diploma in Financial Planning (Level 4) | E |
| Chartered and/or Certified Financial Planner | D |
| BSc in Economics, Mathematics, Physics, Business or a related discipline | D |

D = Desirable E = Essential