



## **Job Description – Paraplanner**

### **About Berkshire IFA**

Berkshire IFA specialises in the financial wellbeing of clients. Our team have over 20 years' experience in the Financial Planning industry, with some team members having worked their whole 50-year career in the wider finance industry. We specialise in pensions and family wealth planning. Our mission is to give all our client's financial security by offering the same high levels of service and giving situationally based advice, that's entirely focused upon individual needs and requirements. This is facilitated by our close links with all the major pension providers.

As a result of our objective to offer high quality advice rather than maintaining a high number of clients, we are able to offer a personal service, so when we pick up the phone, we know our clients by name.

We are a growing company so expect the very highest level of commitment to our clients from all of our staff.

### **Competence and Role**

This role is fully supported by a full team of Administrators. It is the Paraplanners responsibility to collaborate with the Financial Advisers to prepare recommendations and produce suitability reports in line with company policy. This includes maintaining client records, and occasional data gathering and application form preparation and submission. The role will involve promoting the company's services in a professional and FCA compliant manner.

#### **Core Duties and Responsibilities:**

- With 5 years paraplanning experience you will be able to write two multi-pension and investment suitability reports per week, or 5 simple suitability or review reports per week.
- You will lead the preparation of suitability reports for approval by the Financial Adviser, in line with company policy, and prepare associated documentation as required. Working

with the administration team this will include the pre-completion of documentation ready for clients to check and sign.

- You will have at least Level 4 Diploma in Financial Planning or equivalent so able act as a knowledge bank for queries of a technical nature, and when the adviser isn't available.
- Responsible for day-to-day paraplanning tasks – identifying what's required, where client cases have information missing or outstanding actions. Then working with the advisers and administrative team to obtain this information and subsequently writing a suitability report ready for adviser approval.
- Act as a Paraplanning mentor for less experienced team members – as they join Berkshire IFA. Adopt an inclusive and inspiring leadership style to help future team members identify any development areas they need to address to achieve their own career aspirations.
- Record any client communications (whether that communication is written, oral or electronic) including client related communications with third parties. Client communications and client related communications are required to be recorded on the client's file in line with company policy in clear and intelligible English.
- Assist in identifying areas for planning and sourcing solutions suitable to meet the client's needs and objectives. This will include assisting in the preparation of tax calculations where necessary.
- You may at times be required to assist and provide support with administrative functions, for example: new business processing, income matching, collating and providing management information and organising future planning meetings with the client on behalf of the Financial Adviser.
- Where necessary you will liaise with product providers and other third parties to acquire any additional information that may be required in order to assess the client's needs and to help formulate any recommendations made by the adviser.
- On occasion it may be necessary to deal with technical queries from clients.
- You will commit to continuous personal development, keeping knowledge up to date and retaining supporting records for review.

### **Team Support/Communication**

- It is important that the Financial Advisors, Paraplanners, Administrators and the wider Berkshire IFA team work well together as a strong team, offering assistance to clients irrespective of whether or not the Financial Adviser is available. You may be expected to cover for colleagues who are absent.

### **Essential Education, Qualifications & Training**

- 5 years Financial Services Paraplanning Experience.
- Level 4+ Financial services qualifications.
- Technical knowledge may be validated from time to time through internal assessment.
- To pass probation there are a series of short compliance, money laundering and basic knowledge tests.

**Knowledge and Ability**

- Detailed technical knowledge and understanding of Financial Services within an IFA environment.
- You will have at least Level 4 Diploma in Financial Planning or equivalent.
- Over 5 years Paraplanning experience.
- Able to write two multi-pension and investment suitability reports per week, or 5 simple suitability or review reports per week.
- Able to complete pre-report file assessments.
- TVC experience.
- Excellent attention to detail and technically minded.
- Aptitude for working with our dedicated Administration support team.
- Previous experience of producing Pension Reports, switch analysis, cash flow forecast reports.
- Required to have regular contact with the Adviser to discuss the client's needs and objectives.
- Able to ensure that all compliance standards are met.
- Ensure all Paraplanning report templates are regularly updated in line with legislative and/or product changes.
- Having case ownership from start to finish.

**Your Persona**

- Ability to achieve agreed outcomes without supervision.
- Articulate, detailed and accurate.
- Excellent interpersonal skills, both written and verbal.
- Ability to multitask and prioritise effectively.

**IT Skills**

- Fully competent in all the major desktop applications (proficient in Microsoft Word, Excel and Outlook etc).
- Previous experience using reporting writing software is a distinct advantage.

**Personal Skills**

- Communication: Ability to communicate effectively both verbally and in writing, and to deal with individuals at all levels.
- Team working: Collaborative and proactive mind set. Ability to contribute as part of a team, and deal with individuals at all levels within the business. Able to work within defined business processes.
- Professional integrity: The strength of character to explain a professional point while having empathy with a customer or colleague.

- Relations with others: The personal qualities and skills that promote open and constructive working relationships with colleagues and customers.
- Flexibility: The flexibility for, and commitment to, continual self-development and improvement.