

Job Description – Paraplanner

Competence and Role

- The Paraplanner role will involve working within our Henley-in-Arden office as part of a Paraplanning Team, the Paraplanner will need to prepare and produce robust suitability reports, as well as providing technical research services to all our Financial Advisers, covering a variety of advice types, including Defined Benefit Transfers.
- The Paraplanner will need to ensure that the preparation of reports and technical research is of the highest quality, delivered in an efficient and compliant manner whilst mitigating any risks to the business.

Key Responsibilities

- Prepare suitability reports, using the templates provided, for a wide variety of advice types.
- Carry out technical research on existing and newly recommended products, along with fund research, where required.
- Ensure all relevant compliance, internal business documents and provider documents have been completed and are located on the back office system.
- Ensure all tasks are carried out and completed in line with company policy and procedures.
- Maintain awareness of, and act in accordance with all Compliance and legislative obligations.
- Discuss client objectives with the relevant Financial Advisers, identifying where further necessary client information is required, in order to prepare suitability reports.
- Develop and maintain effective relationships with colleagues.
- Deal effectively with queries from colleagues and other parties through effective communication.
- Liaise with product providers and other third parties effectively, where required.
- Report any breaches in the first instance to the Compliance Manager.
- Accurately and efficiently support the Paraplanning Team to enable the achievement of standard internal business targets for suitability reports and research.
- Participate in team meetings.
- Proactively enhance industry and company knowledge, through external and internal sources.

Team Support/Communication:

- It is important that the Paraplanning Team work well together as a strong team, offering assistance to all Financial Advisers.
- It is important that in this role you understand how your role supports the office/business in achieving its goals.
- It is important to work together with all the staff at MPAFM in furtherance of the Company's development and stated objectives. To carry out all reasonable requests of tasks required by the Management Team in an efficient and courteous manner.

Education, Qualifications & Training

- Minimum qualification of CII Diploma in Financial Planning, or equivalent, required.
- Financial services experience necessary – Specific experience in writing suitability reports and producing research is necessary. Training will also be provided.
- The Company will cover Personal Finance Society (PFS) Membership, the cost of exams / training for individuals that wish to further their exams – internal progression available and encouraged.

Key Skills

- Understanding of a variety of Financial Planning processes
- Able to work within defined business processes
- Ability to achieve agreed outcomes without supervision
- Prioritise and plan own workload
- Detailed and accurate – eye for detail
- Articulate
- Excellent interpersonal skills, both written and verbal
- Ability to multitask and prioritise effectively
- Good IT skills
- Excellent report writing skills
- Ability to work independently and in a team

IT Skills

- Fully competent in desktop applications (proficient in Microsoft Word, Excel and Outlook)
- Experience with FinCalc, FE Analytics, Cash Calc, Avelo Exchange preferred but not essential – Training offered.
- Intelliflo is our back office system – previous experience not essential – training offered.

Personal Skills

- Communication: Ability to communicate effectively both verbally and in writing, and to deal with individuals at all levels
- Team working: Ability to contribute as part of a team, and deal with individuals at all levels within the business
- Professional integrity: Ability to practise and maintain appropriate and ethical behaviour
- Relations with others: The personal qualities and skills that promote open and constructive relations with colleagues and providers
- Flexibility: The flexibility for and commitment to continual service development and improvement
- Be able to work within defined business processes

