JOB SPECIFICATION Financial Planning Co-ordinator

Main purpose of job:

- To support the advisers with state of art Financial Planning analysis and technical research.
- To manage the financial planning case review system and to prepare and regularly update client fact find information.
- To co-ordinate and assist in the preparation of financial planning reviews for existing and prospective clients and in particular to co-ordinate any follow up to the planning issues that arise from a review.
- To further develop appropriate financial planning systems and procedures to underpin the advisory function of the firm and support the commitment to Treating Customers Fairly and applying the ethical approach expected of a Chartered firm.

This individual will be joining an established financial planning team with significant technical knowledge, skills and experience in investment, pensions, tax and estate planning. Client reviews are complex and this individual will need to be able to adopt a holistic approach to financial planning; have strong technical skills in pensions, estate and investment planning and be very confident in their mathematical and literary skills (a good "A" Level result is required). They will be proficient in both Word and Excel and have strong IT skills and organisational capabilities.

This role straddles the financial planning and client services teams and this individual will need to be a confident communicator with good co-coordinating skills and be happy to work under pressure to meet deadlines. This individual will be both a committed team player but will also have the self confidence to take the lead and manage projects effectively. They will take pride in their appearance and have no hesitation in presenting case analysis, to team members, clients and other professionals. They will have strengths of follow through, efficiency and an analytical approach.

Relationships:

Responsible to:	The Partners
Working with:	Financial Planning and Client Services Team
Liaison with:	Clients and their professional advisers; investment / insurance companies

Main tasks of job:

- **Fact-finding and case analysis** - In depth knowledge of a client's personal circumstances are the starting point of a successful advisory relationship. A key part of this role is to ensure accurate fact-finding is integrated into all aspects of the financial planning function. This will involve meetings with clients alongside an adviser, preparing and updating client fact find records, undertaking client investment risk profiling and the building of detailed EXCEL based models of a client's overall estate.

- **Client case management** - new client reviews involve a comprehensive assessment of a client's circumstances and all existing clients have at least one formal review each year which considers pensions, investment and estate planning issues along with the impact of changing legislation on the individual's affairs. The outcome is often a range of issues that require follow up action and a key part of the role will be to support the Partners in delivering that follow up service. In addition to drafting recommendation reports / letters this role involves significant personal contact and liaison with the client and their other professional advisers.

- **Systems development / management** - in order to formally underpin the financial planning functions of the firm it will be necessary to further develop appropriate financial planning systems and procedures to underpin best practice and full compliance and to take part in ongoing research projects across all technical functions.