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## Job Description: Financial Planner

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<b>JOB TITLE:</b>	Financial Planner
<b>SALARY:</b>	Competitive
<b>HOURS:</b>	37.5 per week
<b>ANNUAL LEAVE:</b>	25 days
<b>RESPONSIBLE TO:</b>	Jason Pickford – Regional Advice Manager
<b>POST BASED AT:</b>	Datum House, Electra Way, Crewe, CW1 6ZF
<b>DURATION OF CONTRACT:</b>	Permanent

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### **Relevant Skills and Knowledge**

- The requisite generic financial services knowledge and level 4 qualification.
- Detailed knowledge and understanding of the firms record keeping requirements.
- Provision of advice to clients in a compliant manner as detailed in the firms Business Manual and Risk Plan.
- Valid SPS Certificate
- Achieve CAS status

## **General Responsibilities**

- Comply with the Financial Services and Markets Act 2000, the FCA Statements of Principle & Code of Practice and the relevant FSA rules at all times.
- Comply with the relevant Compliance, T&C and Anti-Money Laundering Procedures of the firm at all times.
- Keep up to date with all relevant product, legislative or technical changes.

## **Specific Responsibilities**

- Contact potential clients to assist with goals based financial planning.
- Ensure sufficient client information obtained and analyse information gathered.
- Undertake sufficient product and market research in conjunction with paraplanners.
- Meet client review service standards of the business
- Ensure suitable recommendations are made.
- Ensure all supporting documentation is available and maintained.
- Attain and maintain level of competence as required by the firm.
- Maintain all other standards of performance as required by the firm.
- Ensure relevant CPD is maintained and recorded accurately.
- Full paraplanner and admin support is provided to all financial planners.

**NB: This forms part of your contract of employment.**