INFORMED
financial planning

Trainee Paraplanner

Reporting to: Head of Finance & Paraplanning
Location: 8 Waterside Business Park, Livingstone Road, Hessle, HU13 0EG (free parking available)

Who we are

We are an award winning, independent firm of Chartered Financial Planners. We were the first firm in Yorkshire to achieve Corporate Chartered Status. We pride ourselves on developing our own talent with 40% of our team coming from our apprenticeship or graduate training schemes. We have been named 'Best Financial Adviser Firm to work for' for the last 3 years and 100% of our staff say they would recommend working with us to a friend.

Purpose of the role

Responsible for providing technical support to Financial Planners by conducting product research and producing accurate and compliant client reports and suitability letters. This will underpin the delivery of advice to clients by our Financial Planners. As a trainee you will also be supported through completion of the CII Diploma in Regulated Financial Planning within a set timescale.

Key Accountabilities

- Providing financial planning and suitability reports using the appropriate research tools within agreed timescales ensuring the best client outcomes
- Assisting with the productivity, efficiency, priorities and behaviours of the team by continuously reviewing and improving processes and working
- Ensuring that Fact Finds and the adviser's meeting notes are fully and comprehensively completed and that all outstanding information has been received prior to preparing any financial planning reports and suitability letters
- Ensuring that, on completion of business by the Financial Planner, client files are complete, accurate and all relevant documentation enclosed before submission
- Ensuring that client files, suitability reports and letters are fully compliant and technically accurate, liaising regularly with internal and external compliance support
- Obtaining illustrations, information and valuations from product providers as required
- Ensuring processes and workflows are followed in line with IFP standards
- Management of own workflows and tasks and assisting the team where necessary
- Establishing strong relationships with clients and attending client meetings where appropriate or required
- Submitting new business promptly to providers, ensuring legible copies are uploaded to the back office system and implementing agreed actions
- Obtaining the information necessary to compile an accurate cashflow forecast
- Preparing cashflow forecasts for clients and discussing these with the financial planner
- Ensuring all meetings, enquiries and subsequent dealings with clients, introducers and product providers are conducted in a professional manner and comply with the company's procedures

- Working collaboratively with financial planners and administrators to ensure work in progress is completed in a timely fashion
- Adhere to quality standards and delivering the highest level of client experience.
- To participate in the IFP Training & Competence Scheme, set regular personal targets with reference to feedback given on file checking, report writing and technical issues and to participate in training sessions and meetings when requested or required by the company
- Working towards the Certified Function in line with SM&CR
- To work with Financial Planners, other Paraplanners, Managers and support staff on other projects, from time to time as required
- To maintain the professionalism of the firm at all times and act accordingly in all dealings with colleagues, clients, providers and visitors

Skills, traits and competencies

- Excellent computer skills including Microsoft Office
- Excellent verbal and written communication skills
- Good grasp of English language and Mathematical concepts
- An ability to prioritise your workload and meet deadlines
- Professional and confident telephone manner
- Excellent technical knowledge
- Good organisational skills
- Accurate with good attention detail
- Ability to proactively resolve problems quickly and efficiently
- Good knowledge of Intelligent Office and other IT software (e.g. Microsoft Office, Genovo, I4C) used to perform the role
- Good awareness of Data Protection legislation and risks
- Good understanding of compliance procedures and IFP Business Standards
- Energetic, enthusiastic and a positive influence on others
- Good team-worker
- Takes personal responsibility for consistently delivering high quality work
- Able to manage the consistent application of agreed operational processes
- Able to use own initiative to complete tasks independently
- Open and honest with colleagues, managers and Directors
- Good attendance and timekeeping
- Professional and business-like
- Productive, efficient and effective
- Ability to work under pressure
- Ability to manage and get the best out of other members of the team
- Discreet

Benefits Package

- Personal Development Plan with salary progression in line with qualifications/experience
- Incentive Payment scheme worth up to 10% of salary
- Discretionary Bonus
- Group Pension Scheme
- Life and Critical Illness Insurance
- Private Medical Insurance
- Free Car Parking
- Client Referral Scheme
- 23 days paid Annual Leave plus 8 bank holidays (pro rata)
- Cycle to Work Scheme
- East Riding Leisure Corporate membership discount
- Ongoing Training & Development
- Occasional flexible working arrangements available