Wealth Planning Executive

Job Description

- Delivery of consistent and exceptional client service.
- Produce draft financial plans using financial planning software to be used as the basis of discussion with clients.
- Prepare for meetings with clients and their advisers.
- Participate in client meetings and telephone calls, including presenting the cashflow analysis and taking notes for post-meeting work.
- Research technical issues related to client cases, e.g. taxation issues related to existing investment strategy of a trust.
- Prepare draft personalised Investment Policy Statements for trusts and other related entities.
- Draft Prosperity Roadmap Update meeting pre- and post-meeting documents.
- Assist with and review the gathering of data on clients and potential clients through various means including: email, telephone, post, both with the client, their professional advisers and product/service providers.
- Draft advice letters and action plans summarising regulated transactions to be arranged, e.g. pension contribution, using templates.
- Peer review of letters and reports prepared by other members of the team.
- Work with the Senior Wealth Planning Assistant & Team Administrator on collating documentation relating to: client engagement; account opening; pension transfers; re-registration of assets to our custody etc.
- Maintain tax planning spreadsheet.
- In conjunction with the Wealth Planning Managers and Senior Wealth Planning Assistant, ensure that all deadlines for client work are met.
- Act as the secondary contact for pre-assigned clients and ensure that their requests are dealt with in a timely manner.
- Update and maintain personal tasks/checklists within client relationship management system.
- Regular contact with other team members, clients and their professional advisers.

Major Challenges of The Job

- Developing understandable but effective planning solutions for clients who often have very complex affairs and substantial levels of wealth.
- Managing multiple competing priorities and working at a very high technical/professional level.

Knowledge, Skill and Experience Required

- Awareness and experience of financial planning.
- Familiar with the international CFP six step planning process.
- Good organisational and communication skills.
- Attention to detail and ability to deliver on promises.
- Excellent English.
- Knowledge of various software packages, including Excel, Outlook and Voyant financial planning software.
- Level four examinations within the profession including: CII Diploma in Regulated Financial Planning and/or CISI Level 4 Diploma in Investment Advice.
- A good general knowledge of the financial planning and investment market and the ability to keep up to date with contemporary issues.
- Use of above knowledge in the delivery of appropriate solutions to clients.

Person Profile

- Enthusiastic.
- A genuine desire to provide a world class service to our clients.
- Resourceful.
- Flexible.