oaklands
WEALTH MANAGEMENT

STRAIGHT TALKING, SOUND ADVICE

INDEPENDENT FINANCIAL ADVICE
Oaklands Wealth Management Ltd
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JOB SPECIFICATION	INVESTMENT PARAPLANNER
COMPANY	Wealth management, providing independent financial advice to individuals and families.
LOCATION	Offices in Sutton Coldfield
JOB PURPOSE	To prepare complex suitability reports and carry out associated administration for the firm's Investment Advisers.
RESPONSIBLE TO	Operations Manager
RESPONSIBLE FOR	No staff responsibilities. Need to work collaboratively with others.

SPECIFIC PARAPLANNING RESPONSIBILITIES

1. Drafting client suitability reports for pensions and investments (not templated) that adhere to company style while addressing individual requirements.
2. Researching and analysing products, providers, and funds.
3. Producing pension and investment projections.
4. Developing and maintaining a working knowledge of taxation, Trusts, and estate planning.
5. Compliance checks on client files in consultation with Operations Manager and the company's compliance consultants.

GENERAL RESPONSIBILITIES

1. Keeping accurate daily records on the progress of client cases.
2. Ensuring that Investment Advisers have timely reports for client meetings.
3. Providing information on our services to clients enquiring by 'phone or email.
4. Reporting progress to the team daily and at weekly workflow meetings.
5. Answering enquiries via telephone, e-mail, and website.
6. Preparing and keeping up-to-date client files with accurate file notes.
7. Contributing to the continuous improvement of company processes.

KEY COMPETENCES

- In-depth working knowledge of pensions & investments, processes and legislation.
- Highly computer literate with ability to quickly adapt to new systems and software.
- Excellent numeracy for complex calculations on client portfolios.
- First class level of accuracy in interpreting client and company correspondence.
- Writing suitability reports to reflect the language used by the Investment Advisers.
- Well-developed interpersonal skills. Ability to get on with everyone while being strong with product providers and suppliers.
- Receptive to instruction and training with the ability to learn swiftly and grow through self-study and continuous professional development.

Continued...

QUALIFICATIONS:
• Level 4 Financial Planning Diploma or equivalent. • Good standard of general education – highly numerate and with an excellent standard of written English.
PERSONAL QUALITIES
Essential characteristics you need to meet, for this role to be a good fit for you
Sense of Humour: Things don't always go to plan. And we spend a lot of time at work, so you need to contribute to a cheerful working space. Mood swings don't go down well with anyone here. Laughter does. **Resilience:** Clients and team members can be demanding and most days you'll have to keep many plates spinning. You'll need the gumption to keep going, keep smiling and still give an outstanding service to everyone. **Organisational ability:** You'll need both a calm head and sense of urgency to complete paraplanning tasks and help prioritise the workflow with your colleagues. **Team player**: You need to help nurture the team spirit throughout the office. **Ability to listen and learn:** None of us know everything or have all the answers. To understand clients and your colleagues you need to listen attentively and be open to different views. You need to want to carry on learning. **Conversational skills:** Clients and team members need to trust you to work well with you, however technically proficient and experienced you think you are. You'll need to listen to the things that are important in their lives and be able to articulate what's important in yours, so they get a measure of you as a person too. **Desire to serve:** You'll need to truly want to serve our clients and our team and genuinely get a kick out of it. A flexible approach to doing whatever is necessary to get the job done is part of the Oaklands culture.
Prepared by:
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