Job Description

Job Title:	Financial Planner
Reporting to:	Managing Director

Brief description of role and responsibilities:

Financial Planners provide clients with advice and make recommendations on ways to best utilise their assets to achieve their objectives. As a professional, a Financial Planner offers expert advice on suitable mortgages, investments, insurance, tax and private pensions and creates a valuable financial plan for a client.

Specific duties and responsibilities:

- To adopt UNIQ Family Wealth's 6 step process of Financial Planning process as laid down by the Financial Planning Standards Board (FPSB) and provide advice to individuals, families and family businesses.
- To conduct a breakthrough meeting with each new client, establish and define the client-planner relationship.
- Gather client date, goals and objectives and document these within the Client Confidential Questionnaire.
- Analyse information and present Financial Plans best suited to individual clients' requirements
- Assess client's attitude to risk and capacity for loss using UNIQ Family Wealth's risk assessment tool of choice
- Review Cashflow Forecasts and recommendation reports prepared by the Paraplanning team.
- Design and present Financial Planning strategies and recommendations.
- Assisting clients to make informed decisions and educate them on UNIQ's Financial Planning and Investment Philosophy
- To conduct in-depth reviews of clients' financial circumstances, current provision and future aims based on their changing needs and circumstances
- Meet the regulatory aspects of the role, e.g. requirements for disclosure, costs of the services provided and costs the advised products.
- Liaise with Financial Services' Providers to keep up to date on solutions in the market place
- Develop new client opportunities via referrals, professional connections and networking in line with the growth strategy adopted by the business.
- Maintaining professional qualifications, e.g. ongoing assessments and structured Continuous Professional Development;
- Ensure all documentation, all communication and meeting notes are recorded onto the Prestwood Professional back office system in relation to a client whether directly or indirectly.
- Ensure that all recommendations meet the regulatory standards and UNIQ Family Wealth's internal standards.
- Deliver a high level of service and quality to all clients.
- Attend weekly team meetings
- To attend and contribute to the monthly Financial Planner meetings.

• Deliver all of the above with integrity, honesty and professionalism.
Qualifications and experience required Level 4 Diploma, working towards becoming a Certified Financial Planner™ 5 years' experience within a client service environment 5 years' experience in delivering client advice Good communication and computer literacy skills required Good presentation skills Existing assets under management are desirable.
To apply please send your CV to marlene.outrim@uniqfamilywealth.co.uk