

Job Description - Paraplanner



SG WEALTH MANAGEMENT
Impartial, accountable and trusted.

Reports to Senior Paraplanner

Main purpose of the role

The role is to support the Wealth Managers and work closely with the client services support team providing technical guidance, advice and solutions. The preparation of bespoke Financial Planning Reports, accompanied by appropriate research files is a key role, and it is important you can work independently, and as part of a team. You will be expected to have at least 2 years' experience in a paraplanning role, having obtained (or working towards) your Level 4 Diploma in Financial Planning. Your Employer will assist you with financial support for further training and examination where relevant, but you will be expected to take full responsibility for your own personal development. **You must not give any investment advice when representing SG Wealth Management Ltd.**

Key tasks

- Fund research and analysis, both at client level and company level, with accurate recording and follow up where necessary
- Technical product research and solution provision
- Keep up to date with technical and legislative changes
- Proficient use of Truth software and other cashflow modelling systems/techniques
- Preparation of initial financial plan and solutions to meet specific client goals
- Maintenance and development of compliant client recommendation report/letter suite
- Consulting with the Wealth Manager on client investment, pension, and tax planning and making suggestions to the Wealth Manager and confirming proposed actions to the client
- Effective time and caseload management
- Preparation of compliant suitability reports
- Attending client meetings with the Wealth Manager, contributing to the meetings, taking accurate minutes and following up with the client
- Providing technical support to the Wealth Managers and other team members
- Providing ad hoc support to Corporate team as required
- Answering technical client queries
- Updating the company's research file
- Accurate system updating on Intelligent Office
- Administration through wrap platforms utilized by the company and other providers as required
- Contact with client by telephone, letter, email and face to face
- Ensuring compliance standards are followed at all times
- Other ad hoc duties as required.

Employee name: _____ Employee signature: _____ Date: _____