

October 2024

Job Description

Title: Junior Paraplanner

Company: Wren Sterling Financial Planning Limited

Reports To: Manager - Paraplanning

Company Overview

Wren Sterling is a progressive UK-wide independent financial advice business. In complex markets that change frequently, we help our Corporate and Personal clients make the right financial choices through the provision of independent financial advice which is uniquely tailored to their specific needs. Wren Sterling specialises in all aspects of savings, investments, and retirement planning to individuals. Through successful partnerships with Building Societies, we deliver independent financial advice to their customers. For corporate clients we provide advice on engaging employees through the provision of group risk, protection, and other employee benefit solutions.

Role Overview

The Junior Paraplanner will work as an integral part of the support team providing the advisers and their clients with a professional and efficient service; they will be a motivated individual, working closely with a team of financial advisers to provide research and report writing, whilst working towards increasing their technical knowledge.

Role Competencies

	Influencer	Achiever	Developer
Business Ethics		X	
Communication		X	
Organisation		X	
Customer Service			X
Leadership			X
Teamwork		X	
Technology			X
Expertise			X

Qualifications

Essential:

- 5 GCSE's or equivalent (including Maths and English)
- Working towards the Diploma in Regulated Financial Planning or Level 4 equivalent, having already achieved 2 CII RO or equivalent exams.
- 1 year experience in an administrative role or similar relevant experience.

Principle Objectives & Responsibilities

As a Junior Paraplanner, you will be mentored by one of the senior members of the national team and work towards becoming proficient in the following areas:

- Understanding our clients' financial situation & objectives. Analyse clients' circumstances, objectives & risk profile.
- Identify missing client information pertinent to formulating recommendations. Liaise with financial advisers to query/challenge proposed recommendations where necessary.
- Providing research, analysis & technical support. Provide research on all relevant advice areas, products, and investment solutions.
- Prepare information / comparisons, ready for analysis by the adviser through the use of company-approved research systems to assist analysis.
- Cashflow modelling analysis.
- Produce client suitability reports confirming new recommendations in accordance with the Company's internal standards and compliance procedures.
- Obtain accurate illustrations, key features and other relevant paperwork for advisers' presentation meetings with clients.
- Assist in the completion of remedial actions following quality checking.
- Maintain accurate and up-to-date client and plan records on back-office system. Ensure all relevant documentation and correspondence is uploaded to the correct client records on the back-office system and named in accordance with Company procedures.
- Create, manage and complete tasks on the back-office system in accordance with Company procedures.
- Completion of other reasonable duties, as defined by the Senior Management Team.

Knowledge Required

- Knowledge of the financial planning market including products and services.
- Working knowledge of FCA Rules, Guidance Notes and Commitments that apply to the job role.
- One year's experience in an IFA/Wealth Management environment.

Skills Required

Essential skills:

- Communication Skills



- Excellent written and verbal communication skills are crucial for effectively interacting and influencing clients and internal teams with the ability to collaborate effectively across teams.
- Interpersonal Skills:
 - Commitment to professionalism, integrity, and confidentiality in handling sensitive information.
 - Flexibility to adapt to changing business needs and priorities.
- Problem Solving Skills:
 - Ability to identify issues, analyse root causes and develop innovative solutions.
- Organisational Skills:
 - Highly organised, detail oriented and capable of prioritising tasks and workloads to meet client and business needs.
 - Attention to detail and analytical mindset with the ability to identify trends, patterns, and opportunities.
- Client Focus
 - A client centric mindset is essential to understand and anticipate client needs.
 - Dedicated to delivering exceptional service and ensuring client satisfaction at every touchpoint.
- Technical Proficiency
 - Proficient in use of CRM software relevant to Financial Advisory Businesses such as Intelliflo.
 - Proficient in the Microsoft Office Suite.

Key performance Indicators

The performance of the staff member assigned to this job role function shall be measured by:

- Individual / Team meets financial targets, KPIs and SLAs
- Internal and external customer satisfaction measures
- Feedback from senior colleagues, advisers and team members
- Adherence to all company policies and procedures
- Adherence to compliance and other legal regulatory processes

The above statements are intended to describe the general nature and level of work being performed by the person taking the role of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

