



# THORNTONS WEALTH

**Job Title:** Paraplanner

**Location:** Dundee/Aberdeen/Edinburgh

**Responsible to:** Client Support Manager

## **Main purpose of the job:**

To support the financial planners in their dealings with clients alongside the business support team.

## **Principal Responsibilities and Duties:**

The post holder will –

- maintain client electronic records in line with company policy
- assist all Financial Planners to prepare for client meetings
- attend client meetings where appropriate
- produce research on behalf of Financial Planners
- produce illustrations, cashflow, product information for Financial Planner
- assist in the preparation of clients' existing investments, attitude to risk, asset allocation, produce review packs ahead of meetings etc in a timely manner
- produce client review reports, suitability reports and other correspondence as required in a timely manner
- work with and instruct, the administration team to deliver full administration support to the financial planning function including the delivery of letters, product information, application forms etc
- use all company systems and software in line with laid down procedures
- identify business opportunities within client files e.g. identify ISA opportunities, pension planning, bespoke investment service
- ensure all financial administration is conducted in accordance with the requirements of the FCA and internal procedures and precedents (including in particular procedures for Compliance e.g. Treating Customers Fairly, Anti-Money Laundering and Complaint Handling).
- ensure compliance procedures are always followed and advise the Compliance Team immediately if not the case

**Working conditions:** The post holder will be office based with some hybrid working available. The postholder will be required, from time to time to attend meetings in other offices or attend service level meetings outside the office.

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**Qualifications:** The post holder will be expected to hold (or be working towards) CII Level 4 Diploma in Regulated Financial Planning or equivalent. The cost of study materials and exams will be funded in line with the Company Training Policy. Post holders will also be expected to commit to Continuous Personal Development, keeping knowledge up to date and retaining supporting records for review.