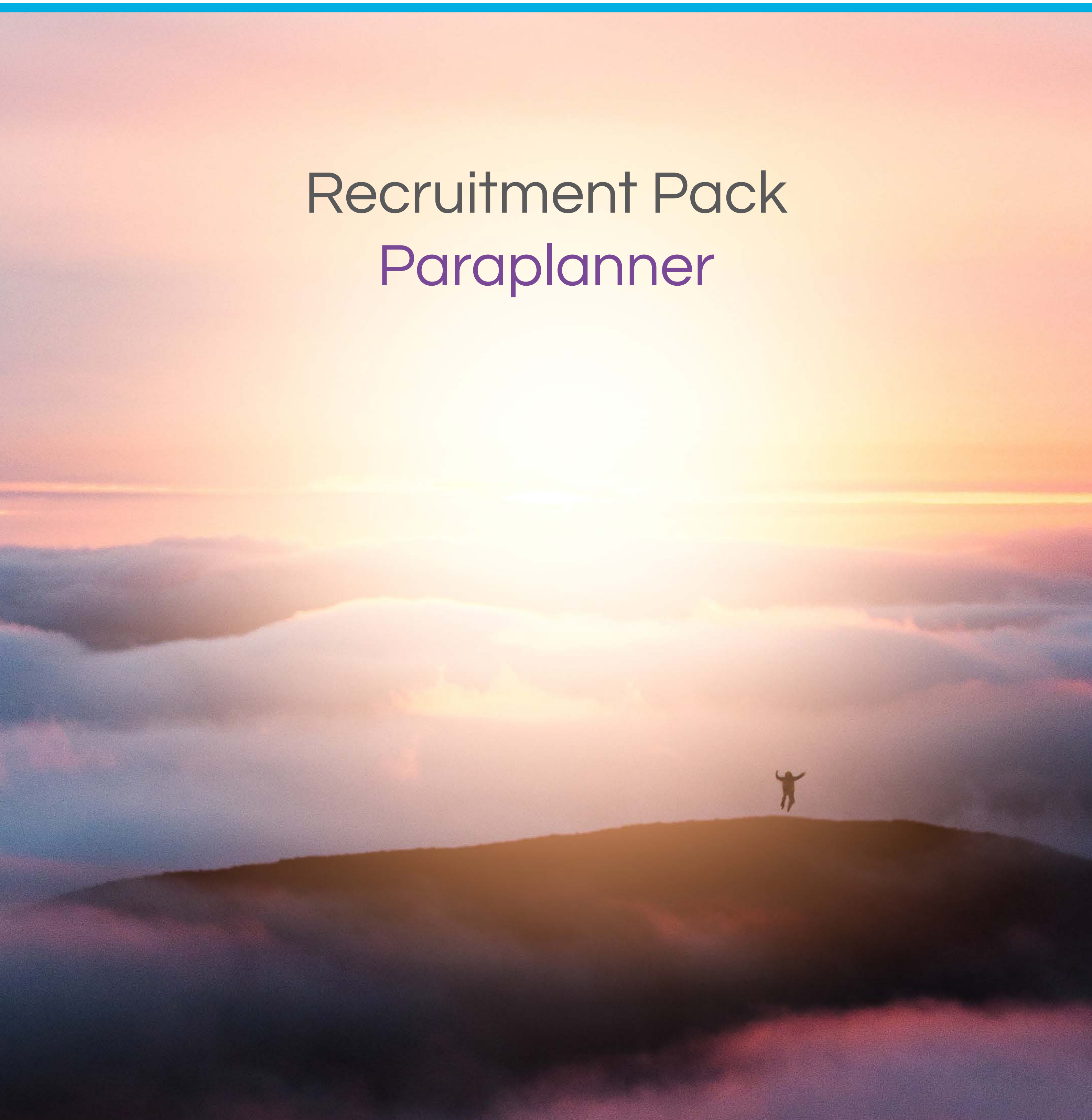
gem & co

FINANCIAL SERVICES

Recruitment Pack

Paraplanner



020 8543 0111

info@gemfs.co.uk

Contents

Welcome from the Managing Director

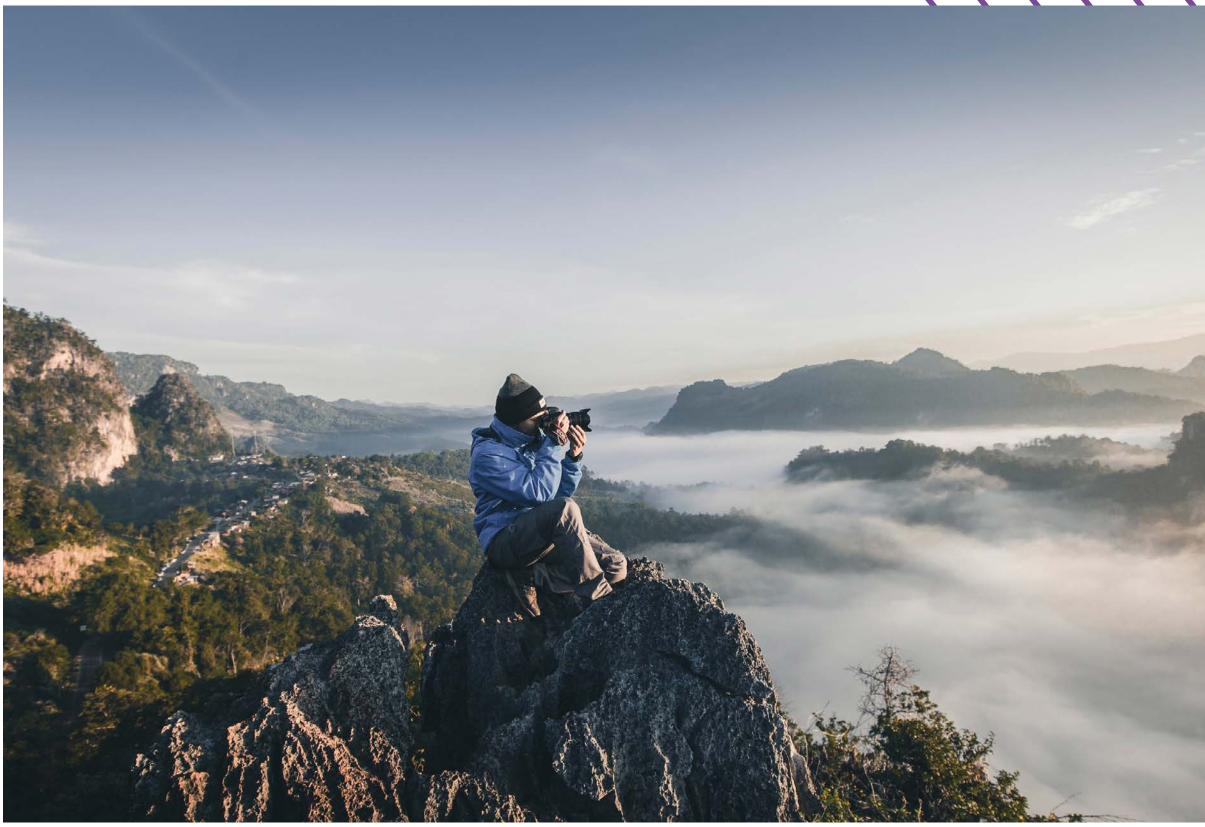
Thank you for your interest in Gem & Co Financial Services Ltd and the Paraplanner vacancy. We are excited to be offering this new position, helping our company to manage our continued growth and to ensure we achieve our business targets.

As a successful candidate, you will be experienced in technical administration within the Financial Services industry. You will report to the Operations Manager and provide administrative and technical support to our Financial Planners.

If this exciting opportunity appeals to you, and you have the requisite experience and skills that we are asking for, then we look forward to receiving your CV.

Gareth Rees

Managing Director



About Gem and Co Financial Services Ltd

Since 1999 Gem & Co Financial Services Ltd has been providing independent financial planning services to clients in our local Wimbledon area and beyond. We are committed to providing financial planning with confidence, commitment, and clarity. In short, we help our clients plan for the life they want to live.

As a Chartered (CII) and Accredited (CISI) firm, we are leaders in our profession; we continually demonstrate our ability to provide advice and service of the highest standard. To complement this, our independent status means we can provide financial advice that is truly bespoke. Our accreditations demonstrate our commitment to our clients and our craft.

Many of our clients live in the local Wimbledon area, but we also work with people who live further afield and value meeting their advisory team in person. Over the years, we've developed specific expertise in working with professionals, executives, retirees and business owners.

Our Staff and Structure

Our team currently consists of 12 people made up of Financial Planners, an Operations team, Client Services Administrators, Technical Administrators, and a Marketing & Finance Manager

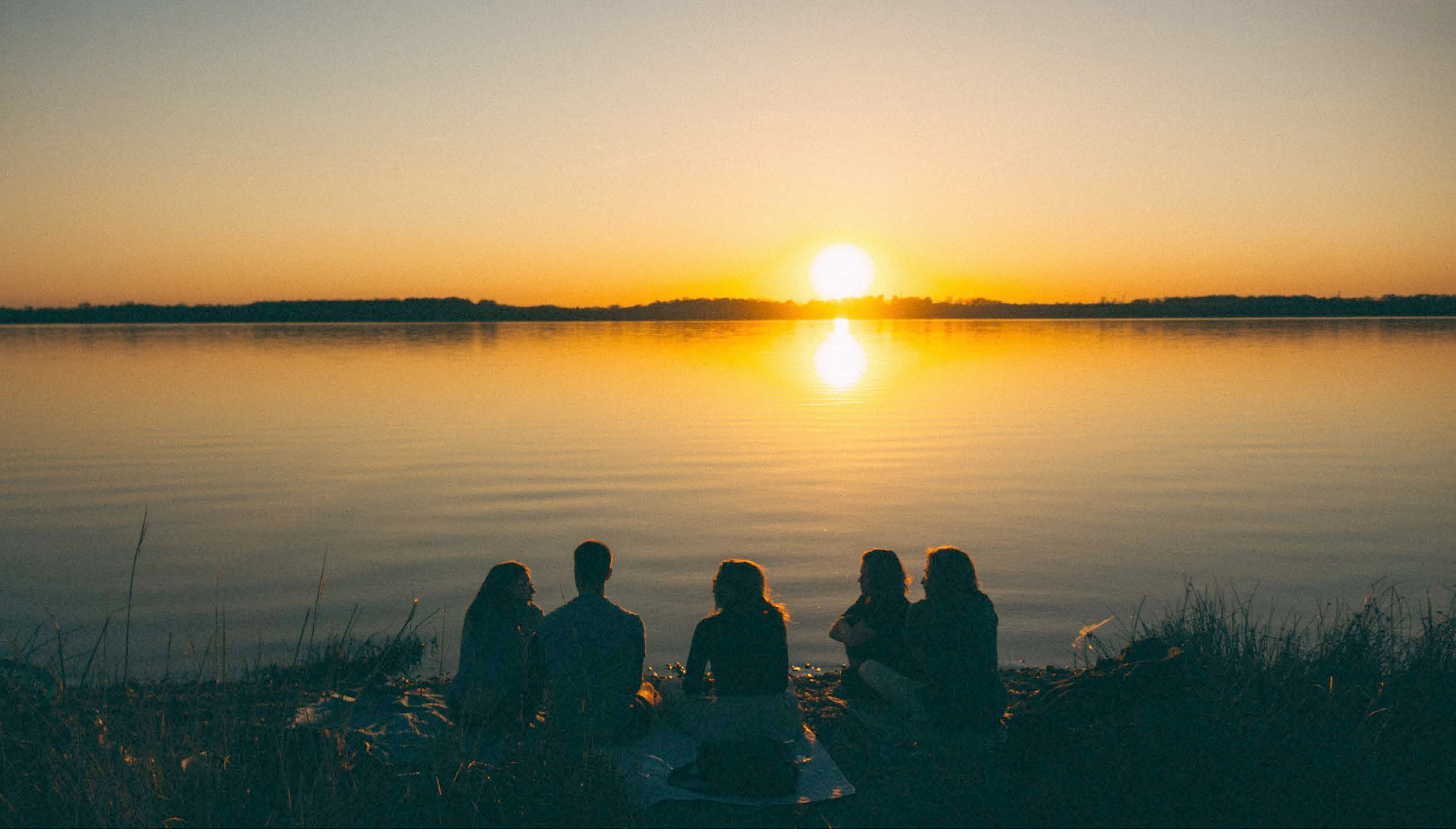
The new Paraplanner will work closely with the Client Service Administrators to provide support to the Financial Planners. They will report to the Operations Manager.

Our Vision & Mission

To be industry leaders and recognised experts within the financial planning market, delivering unparalleled levels of service to our clients while cultivating a strong, motivated professional environment, driven by the desire to educate and support every member of the team.

We are a successful firm of financial planners operating at the forefront of our profession. As a bespoke business, we place great emphasis on the relationships we build and maintain with our clients, team members and other stakeholders.

Our vision is to transition from a business that has grown organically through word of mouth and professional connections to a systematic growth business model whilst retaining our core values.



JOB DESCRIPTION

JOB TITLE: Paraplanner

PURPOSE OF JOB: To collaborate with Financial Planners (FP), taking full responsibility for the preparation and maintenance of client files, preparation and implementation of recommendations and Financial Plans (including cash flow forecasts), and ongoing reviews of client affairs. To keep up to date with technical issues and undertake necessary research.

REPORTS TO: Operations Manager

DIRECT REPORTS: None

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Client Servicing

- Establish and build strong relationships with clients.
- Respond to client technical enquiries.
- Attend client meetings when required.

Preparation & Maintenance of Client Files

- Ensure completeness of client files and accuracy of data obtained during the data harvest process.
- Confirm risk profile is determined and up to date.

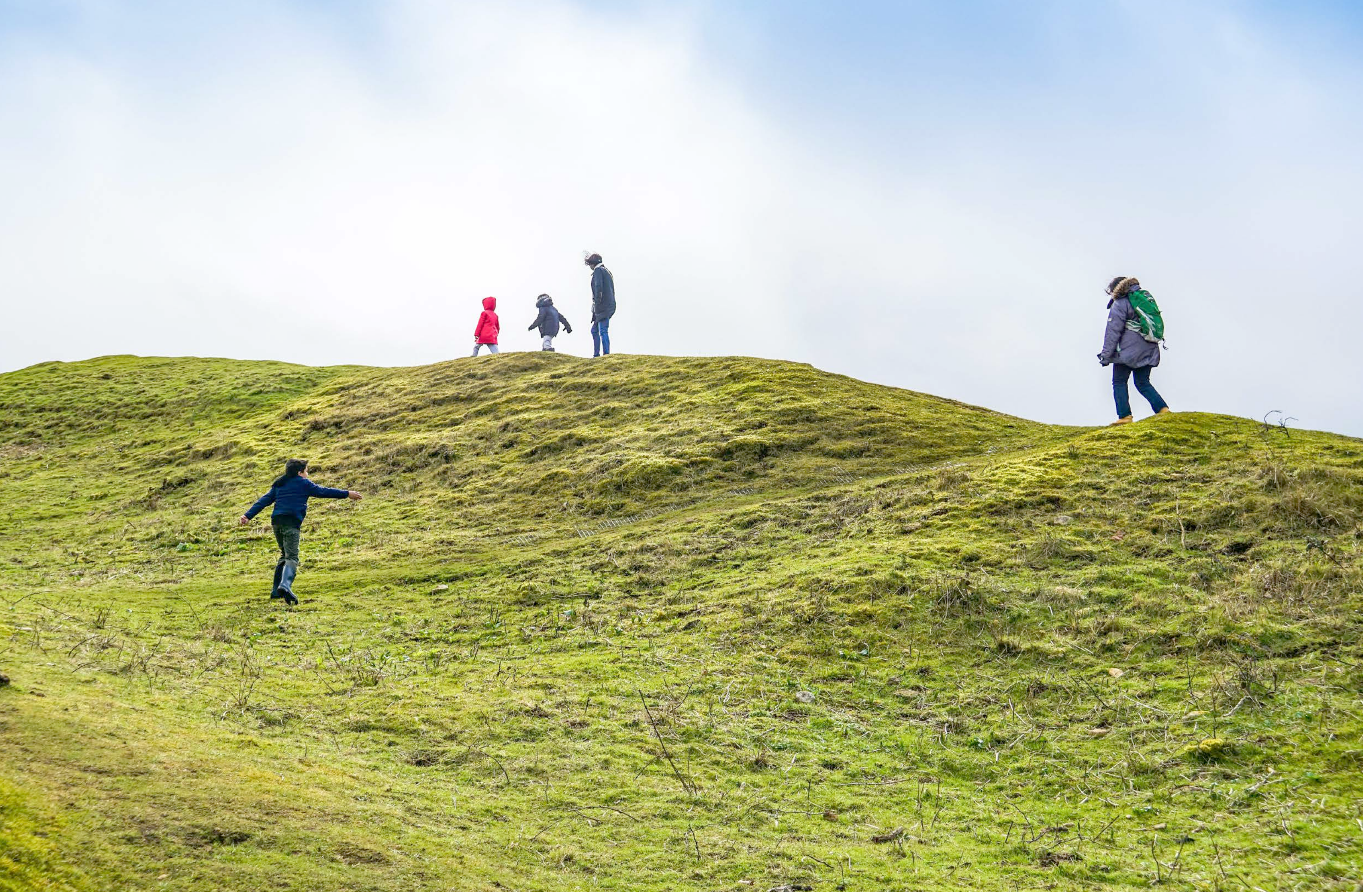
- Check all compliance paperwork is present and confirm outstanding information to Paraplanners.
- Liaise with administrators to maintain accurate client records on the back-office system, platforms and any other applicable IT systems.

Preparation of recommendations

- Identify and obtain information necessary to compile client recommendations / cash flow forecasts.
- Compile draft net worth statements; income and expenditure statements and financial cash flow forecasts for review by Financial PlannerProvide friendly and professional point of contact for clients and enquiries of administrative nature.
- Identify areas for planning.
- Carry out technical calculations.
- Carry out due diligence on products, investments, providers etc.
- Undertake research to identify suitable solutions to meet clients' needs.
- Prepare information/comparisons for analysis by Financial Planner.
- Liaise with clients' legal and tax advisers (if applicable).
- Consider current and future asset allocation for investment strategy in relation to client risk profiles and lifetime cash flows.
- Produce clear, technically accurate, compliant, and concise Financial Plans and Suitability Reports as per business process.
- Ensure that all recommendations and reports meet legal and regulatory requirements.

Implementation of recommendations

- Update clients' investments as necessary.
- Ensure agreed action points are diarised, actioned and completed as per business process.
- Liaise with the administration team to process recommendations as per business process; assist when needed.
- Process and monitor complex business, both new and existing from start to finish.
- Accurately process fund buys, sales, and withdrawals.
- Undertake rebalancing and switching funds and fund models as applicable.



Preparation of reviews

- Prepare and coordinate review documentation, including financial plan and portfolio review as per the Annual Review Process.
- Review investment portfolios, asset allocations, risk profiles etc.
- Carry out technical calculations.
- Implement agreed actions post review.
- Attend client meetings when required.

Other

- General research related to all aspects of financial planning (e.g., product and platform research).
- Keep up to date with compliance changes and update templates.
- Prepare and collate documentation needed for investment committee meetings.
- Ensure CPD requirements are met and maintain up-to-date training records.
- Assist your colleagues with technical enquiries and provide support when needed.
- Other duties as directed by management.

D = Desirable
E = Essential

PERSONAL SPECIFICATION

Job Title: Paraplanner	
CRITERIA	E or D
KNOWLEDGE	
Knowledge of Microsoft Word, Excel, and electronic diary management	E
Knowledge of Advanced Excel	D
Excellent technical knowledge of Financial Services Products	E
Knowledge of technical financial planning tools e.g. Selecta Pension, Morning Star, Defaqto, Act, Assureweb, FE Analytics	E
Knowledge of and financial modeling software e.g. Voyant/Truth	D
Knowledge of financial planning	D
SKILLS	
Highly organised, methodical, analytical, and disciplined	E
Excellent communicator (both verbal & written)	E
Ability to assimilate technical information into an understandable format for clients	E
Highly numerate	E
Shows initiative and takes personal responsibility for completing tasks	E
Able to work within defined business processes	E
Adopts a positive ‘can do’ attitude to dealing with challenges and assisting others when busy	E
Able to work under pressure on occasions to achieve deadlines	E

Excellent attention to detail	E
Able to achieve agreed outcomes without supervision	E
Able to prioritise and plan own workload	E
Able to work both independently and as part of a team	E
EXPERIENCE	
At least 2 years' experience working as a paraplanner or equivalent	E
At least 2 years of working within a financial planning environment	D
QUALIFICATIONS	
Studying towards Level 4 Diploma in Financial Planning	E
Accounting qualifications, BSc in Economics, Mathematics, Physics, Business or a related discipline	D

Remuneration Package

(commensurate with skills and experience)

- Competitive salary: £30,000-£35,000
- Professional Development Opportunities
- Group Personal Pension Plan
- Death in service benefit
- Sick Pay Insurance
- 25 days annual leave per year plus 2 extra at Christmas
- Birthday Bonus day

Recruitment Process

Demonstration of Competencies

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

Stage 1: CV Screening

Candidates wishing to apply for Paraplanner post should submit their CV as described in the Contact Details section.

Stage 2: Virtual Interview

Candidates that demonstrate they meet the required experience criteria on their CV submission will be invited to participate in the selection and assessment process in the form of a virtual interview.

Stage 3: Face to Face interview and Role Specific Assessments

Following a successful virtual interview, candidates will be invited to participate in a getting to know you face-to-face interview and asked to undertake role specific assessments.

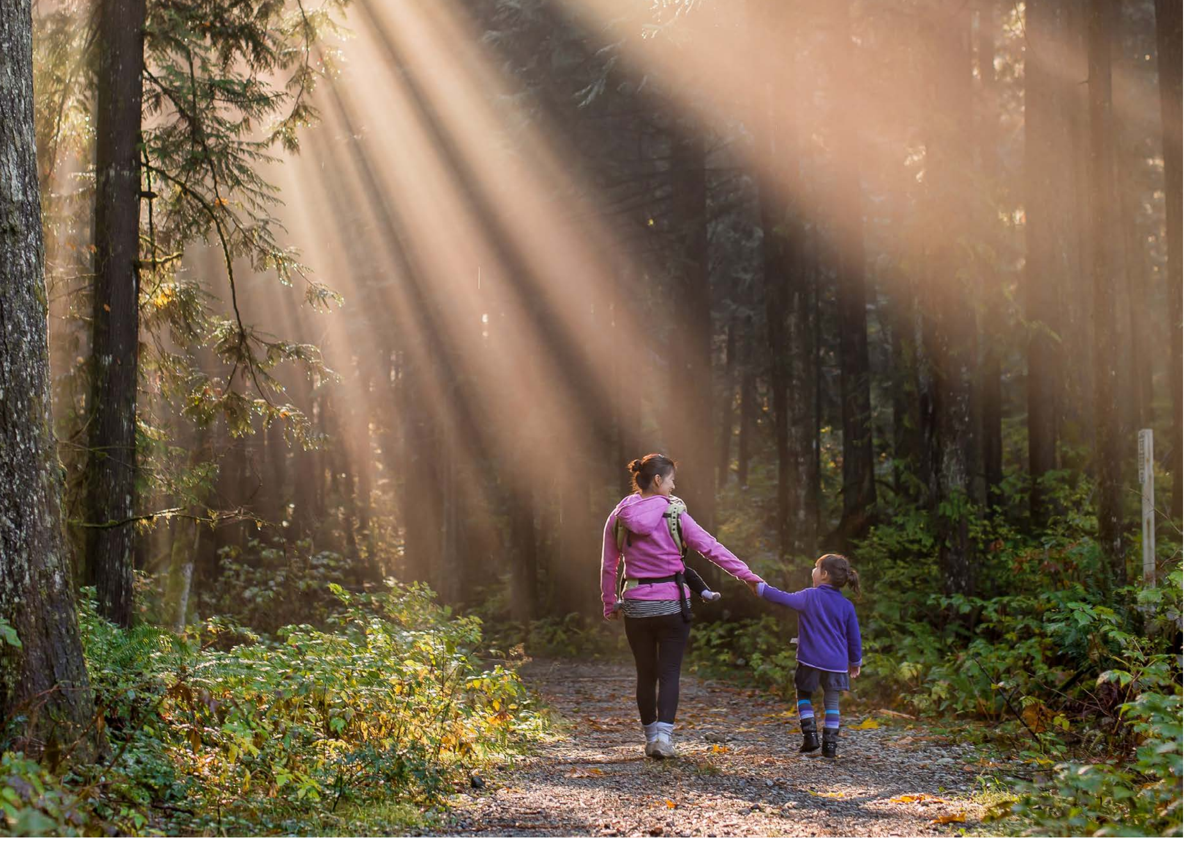
Stage 4: Workplace Behavioural Assessment

Candidates that progress will be invited to take a DiSC workplace behaviour profile.

Stage 5: Meet the Team

The final stage is a much more informal part of the process and a good opportunity for the candidate to look around the office, have a cup of coffee and meet some of the team. Through informal discussion, the candidate will gain further insights into the business, the working environment and will have the chance to elaborate on their aspirations. It will be an invaluable chance to ask any questions that have arisen throughout the process and to get feedback directly from the managing director.

Please note we reserve the right to close the
vacancy once we have received sufficient applications.



Contact Details

Please register your interest in applying for this position by sending your CV and cover note to info@gemfs.co.uk.

www.gemfs.co.uk

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Financial Planners
Chartered

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