

Job Description

Financial Planner

Purpose

To act as a Financial Planner within 7IM.

Responsibilities

Client work

Process

- Follow the established financial planning process.

Reporting

- Provision of financial planning reviews and related advice.
- Prepare and issue regular financial planning reports for clients in conjunction with colleagues in the investment team, where applicable.

Contact

- Prepare for and lead client meetings.
- Understand referral procedure & in-house specialists.

Financial Planning

- To provide comprehensive fee based Financial Planning Advice.
- Take responsibility for the provision of advice on all aspects of financial planning and the use of life, investment and pension products; reviewing existing plans; advising on pooled investment vehicles, the use of bonds, onshore and offshore; life and other protection plans; retirement income planning; pensions, etc.
- Supporting fee-based financial planning advice provided across a broad range of services including all forms of pensions, protection, investment, savings and tax planning.
- To confirm the suitability of life and pension plans already held by clients and to assist in developing future arrangements.

Support

- Work with others in the client team, particularly solicitors, tax specialists and investment managers, utilising sources to ensure that report and other deadlines are met

Non-client work

Research & Strategy

- Participate in departmental and external provider meetings.
- Take lead responsibility for the research/analysis of the areas of advice allocated to you and with reference to the 7IM style
- Support a collegiate environment for the financial planning team's discussions and development of financial planning strategy.

Information Technology

- Maintain an understanding of the Company's systems including: financial planning, investment management, practice management, dictation, client inception, fund service, real-time pricing terminals.
- Understand and maintain, where necessary, proprietary systems.

Marketing

- Assist with the marketing and promotion of the Company's financial planning and other businesses, both externally and within the Group.

Back Office

- Maintain a thorough understanding of back office procedures including client take-on procedure, client report production, financial planning process, valuations and advice procedures.

Other

- Undertake any projects or longer-term responsibilities that are assigned.
- Act in the best interest of clients ensuring the FCA's requirements and Company policies in relation to Treating Customers Fairly are adhered to.

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The above list is not exhaustive and additional duties will be allocated as appropriate

Skills

- Have excellent client-facing skills.
- Have excellent communication skills.
- Have strong research and analytical skills and demonstrable experience of applying these.
- Have good IT skills.

Knowledge

- Be able to work as part of a team.
- Be able to work with the minimum of supervision.
- Experience in the administration, research and advice across life, investment and pension products; pooled investment vehicles, the use of bonds, onshore and offshore, life and other protection plans; retirement income planning.
- Have Private Banking experience in areas related to the IFA market, or from an IFA background in a client-facing role.

Qualifications

- Be educated to Degree level in an appropriate business discipline or with relevant experience.
- Have achieved or be working towards Certified and/or Chartered Financial Planning status.

Other relevant information

- Comply with the following at all times:
 - FCA Rules and Principles;
 - FCA Statements of Principle for Approved Persons;
 - The principles of Treating Customers Fairly
 - Compliance Manual;
 - The Money Laundering Regulations and internal Anti-money Laundering Procedures;
 - Maintain an open and honest relationship with Compliance.
- Ensure, in conjunction with your Manager and Compliance, that you maintain the necessary competence for your role.