Role Profile

Role Title	Paraplanner
Reporting to	Stephen Cotter
Team	**Our Glasgow office comprises a mix of financial advisers, investment managers and various support roles. You will join a team of financial planners, paraplanners and administrators and work with a wide range of different people across the offices.** **We are looking for someone who is excited about the prospect of joining a growing part of our business, and who is passionate about a Paraplanning career.**
Division	FP
Key relationships	Michelle Holgate, Sarfraz Hafeji, Leisa Sullivan
Regulatory status	Certified Person (CP): ☐ Yes ☒ No
If CP, please confirm: (i) The type of certified function(s) performed For guidance see *Role descriptions – help with defining Certified Persons*	Please tick as many as applicable: Material Risk Taker (MRT) ☐ Client-dealing function ☐ Requires FCA qualification ☐ Supervisor/manager of a CP ☐
Qualifications	
(ii) Mandatory professional qualifications and exams (required for the role)	(ii) Mandatory professional qualifications and exams required under the FCA T&C rules or prescribed by IW&I (**please state N/A if no qualifications/exams are required for this role**):
Team Description	Financial Planning
Description of role and key responsibilities	To support the Financial Planning Team with report writing, client servicing and compliance requirements.
Core skills and knowledge	• To write client reports and detailed suitability letters, including client reviews, within agreed timescales/quality standards. • Conduct necessary product research. • Liaise with Planner, FP Admin and product providers to prepare documentation and illustrations for meetings and reports.

	• To facilitate the smooth processing of new and existing business. • To provide close effective technical and administrative support for the Financial Planning team. • To assist with monitoring the performance and work throughput of local administrators, ensuring standards are maintained and deadlines are met. • To build and maintain two–way business relationships with Investment Managers and help maintain relationships with existing clients. • Ensure compliance standards and organisational requirements are met throughout the FP Department at all times and assist with the monitoring of standards. • Liaise with other Investec teams with FP interdependencies, i.e. FP Admin and SIPP Admin. • Manage clients' expectations and communicate progress to both them and Investment Managers by acting as point of contact for new and existing clients/introducers. • Maintain a detailed up to date knowledge in all aspects of Financial Planning by keeping CPD records. • Liaise with other Paraplanners at Regional Offices. • Must have detailed knowledge of pensions, preferably with experience of Defined Benefit Transfers. • Experience with Cash Flow Planning Software • Estate planning knowledge desirable, with a good working knowledge of IHT. • CII Diploma in Financial Planning or equivalent desirable.. • Must have previous experience within an IFA or Wealth Management company. • Proven ability to develop and maintain long term, trusted working relationships with Financial Planners and other colleagues at all levels. • Able to constructively challenge and drive outcomes. • Excellent written and verbal communication skills • Excellent time management and able to manage competing priorities and a demanding workload • Excellent working knowledge of Microsoft Office, Word, Excel and Outlook
Any other attributes that would be helpful, but not essential for the role.	• Professional manner and strong client focus • Calm and methodical approach to work • Willing and able to work on either own initiative or cohesively and selflessly within a team environment. • Highly analytical and focused on attention to detail **Must be able to demonstrate the Investec values;** • We demand cast iron integrity in all internal and external dealings, consistently and uncompromisingly displaying moral strength and behaviour which promotes trust • We will break china for the client, having the tenacity and confidence to challenge convention • We show concern for people, support our colleagues and encourage growth and development • We thrive on change, continually challenging the status quo and recognising that success depends on flexibility, innovation and enthusiasm in meeting the needs of our changing environment • We believe that open and honest dialogue is the appropriate process to test decisions, seek consensus and accept responsibility

	• We are creative individuals who co-operate and collaborate unselfishly in pursuit of Group performance • We respect the dignity and worth of the individual and embrace difference through openness and by the sincere, consistent and considerate manner in which we interact • We require talented people with passion, energy and stamina who exercise common sense in achieving effective performance in a high pressure, multitask environment • We promote entrepreneurial flair and the freedom to operate within the context of risk consciousness, sound judgment and the obligation to do things properly

This role description accurately reflects the key responsibilities and associated skills, knowledge and attributes required for to perform this role at this time. It is the responsibility of the employee and manager, to update this profile, (and store against the employee's record), as responsibilities, required skills and knowledge changes.