

Job Description

Name:	
Job title:	Paraplanner
Department:	Financial Services
Line Manager:	Financial Planning Team Leader
Line management responsibilities:	None

Aims and purpose of the job

To assist with the effective operation of the David Allen Financial Services Team by ensuring compliant work is produced in a timely manner at all times, thereby ensuring an accurate, trustworthy, quality service to the client.

To provide an efficient and effective support service to the independent financial advisers.

To support the whole team in moving the company forward in business development and the implementation of innovative ideas.

Duties to include:

1.	To write reports and create compliance files to company standards. To ensure all work is produced to the highest standard in accordance with our compliance provider and the Financial Conduct Authority.
2.	To understand and maintain an up-to-date knowledge on the compliance standards required for client files and ensuring client files are compliant at all times.
3.	To process business submissions and track and follow through to completion, ensuring back-off systems are kept accurate and up to date at all times.
4.	To prepare documentation required for annual reviews.
5.	To communicate with clients, providers and fee earners within the business regarding queries that arise, always providing a high-quality client service.
6.	To carry out general tasks to support Financial Advisers as and when required. To prepare and submit business reports on behalf of the adviser, prepare necessary documentation ahead of client meetings, and conduct appropriate research relating to advice given.
7.	To support the paraplanning team where necessary.
8.	To contribute to business development with innovative ideas.
9.	To maintain a high technical knowledge relating to products and services, developed through CPD and professional qualifications, as well as ongoing training.
10.	To plan, manage and prioritise workload to ensure deadlines are achieved.

Central duties

11.	To represent the business when required to ensure positive links, relations and networks.
12.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
13.	To undertake personal development necessary to ensure effective performance in the role.
14.	To participate in relevant and appropriate training and development as required.
15.	To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Date:	
Print name:			