David Allen
Financial Services

Person Specification – Financial Planning Assistant

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
GCSE or equivalent at grade A-C (9-4) to include English and Maths.	*	
Level 3 certificate in Financial Services or equivalent.		*
Level 4 diploma in financial planning or equivalent or be working towards this.	*	
Skills/ Knowledge/ Experience		
Minimum 3-5 years experience in a Financial Planning Assistant, Client Support or similar role within an IFA or Independent Wealth Management firm. .	*	
Experience handing client documentation, record keeping and own workflow management, within a regulated environment.	*	
Be able to evidence up to date technical knowledge in financial planning services and compliance requirements.	*	
Advanced competency levels in Excel, Word, Outlook.	*	
Be able and willing to take the initiative and take responsibility for own workflow and prioritisation.	*	
Experience of working in a team, with strong team contribution ethic and experience of working to support other team members and follow their instructions.	*	
Ability to compliantly prepare new business and review documentation on behalf of IFA, inline with FCA standards.	*	
Experience providing a high quality, client-based service.	*	
Excellent written and verbal communication skills, with strong attention to branding, house styles, and grammar.	*	
Strong understanding of the end-to-end financial advice process within a directly authorised firm.	*	
Excellent time management skills, with experience in managing own work schedule and that of senior team members who have a demanding workload.	*	
Excellent attention to detail with a consistently high level of accuracy	*	
Strong organisational skills and ability to manage multiple cases and deadlines	*	
Experience dealing with internal firm compliance within a directly authorised IFA firm.		*
Personal Behaviours & Qualities		
Ability to work effectively under tight deadlines or a large workload.	*	

Ability to work under own initiative.	*	
Flexible with willingness to occasionally adapt working hours to fit with peaks of business.		*
Be able to demonstrate a professional and committed work ethic with high personal standards to completion of work.	*	
Ability to respond to challenges in a calm manner.	*	
Evidence of taking full responsibility for all work and tasks assigned to you.		*
Willingness to build on personal technical knowledge and to take professional exams when required.		*
Ability to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	
General		
Ability to travel between offices if required.		*