June 2021

Job description

Name:
Job title: **Paraplanner**
Location: **4 The Maltings, Teign Road, Newton Abbot, Devon TQ12 4AA**

Responsibilities

- Receiving instructions during debriefings from advisers following client meetings.
- Interpreting data obtained by advisers during client meetings.
- Analysing data and using research tools to provide solutions to meet client needs and objectives.
- Providing records to support research undertaken.
- Liaise with Head of Technical/Head of Compliance when uncertain / guidance required.
- Consolidation of client needs and objectives, together with the recommendations and course of action in a written format via a suitability letter, client specific illustration and key features document.
- Liaise with Head of Technical on structure and development of the Suitability Report Templates and attachments to the reports.
- Load cases onto relevant platforms in a suitable manner and fully debrief administrator and consultant along the way.
- Carrying out all tasks in a manner consistent with compliance procedures and company process.
- Ensuring all client files are compliant on an ongoing basis.
- Ensure that significant risk issues are referred to the Head of Compliance where appropriate.
- Make a constructive contribution to the continuing development of the team and Darnells Wealth Management.
- Proactively enhance industry knowledge, through external and internal sources.

These duties are not to be regarded as exhaustive and you may be required to perform such other and / or additional duties within your skill and competence as the company may require.

Knowledge, Skills, Experience

- Level 4 Diploma in Financial Services and working towards Level 6 Advanced Diploma
- Demonstrate practical awareness and up to date knowledge of retail financial products and current regulatory expectations.
- Analytical in solving tasks with a keen attention for detail.
- Possess excellent organisational and time management skills with an ability to work under pressure and prioritise.
- Deliver effective and positive communication, and demonstrate competent use of IT.

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Attitude & behaviour

- Desire to complete tasks to the highest standards and in a timely fashion, taking ownership and accountability for own actions.
- A positive and proactive approach to work and a desire to help and support the wider team
- To include a helpful can do approach to problem solving and assisting wider team as and when required to resolve issues in a most sensible and time efficient manner.
- Calm and considered outlook in approach to problem solving.