

We Are Hiring!

Financial Planner: Full Time Vacancy



An opportunity has arisen for a Financial Planner to join a successful and growing company.

Wise Investment is an independent, employee-owned wealth management and financial planning business. Since the company was founded in 1992, we have provided financial advice and investment management solutions to private clients. Quality and excellence sit at the core of our values and our team of experienced, qualified investment and financial planning professionals are committed to providing the best service with attractive returns, through the development of long-term relationships with our clients.

The main areas in which we specialise are long term investment management, planning for retirement, generating income from assets, and financial protection. We also advise our clients on how to pass money through the generations in an appropriate and tax-efficient way.

We aim to give the type of advice that we would want to receive ourselves. Ultimately, our aim is to take the financial complexities and worries away from our clients allowing them to spend time focusing on the things in their lives that matter most to them, whether it is work, business, family or simply enjoying a well earned retirement.

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Financial Planner

Main Responsibilities:

The successful candidate will be working as part of Wise Investment, based in Chipping Norton.

The office hours are Monday- Friday 9am to 5pm. This is a hybrid role with the expectation that you will be in the office 2 days per week.

The primary purpose of the Financial Planner role is to work directly with our clients to provide expert financial advice tailored to the client's individual needs and circumstance and to build long term relationships to assist them to meet their long-term objective.

The successful candidate will report to the Head of Financial Planning and will work within an established team of experienced Financial Planners.

The following is a selection of the duties to be carried out:

- Client meetings – arrange, prepare, attend client meetings, and follow up in line with our client agreement.
- Communicate with both clients and work colleagues both face to face, virtually as well as by email and phone.
- Deal with new enquiries in line with our agreed service level.
- Make suitable financial planning recommendations to clients
- Review and implement portfolio changes in line with our agreed process and communicate the changes to relevant parties.
- Conduct Client annual review meeting and complete handover/meeting follow-ups within agreed timeframe.
- Update client documentation, ensure all client records are correct and update to date following client interaction in a timely manner.
- Liaising with other employees – such as Paraplanners, Administrators and other Financial Planners – briefing them on client requirements where needed.
- Check and action daily activity list and follow up prospects, new enquiries, recommendations.
- Attend meetings as required.
- Ensure the minimum 35 Hours CPD each year is completed.

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Financial Planner

- Abide by both FCA conduct rules and the company T&C scheme.
- Action file review feedback, complete remedial work within timescales.
- Deliver internal training sessions to other employees.
- Attend & contribute to company events e.g. client seminars, marketing events.
- Attend External Conferences and Employee Ownership events if appropriate.
- The role holder may also be required to undertake reasonable additional or other duties as are necessary to meet the needs of the business.

Key Requirements:

- The minimum of a Level 4 Diploma in Regulated Financial Planning or equivalent, within the financial services industry, is essential.
- Ideally, the successful candidate will have at least two years' experience in a financial planning role; however, candidates with less experience may also be considered.
- Other role specific qualification will be required but are not essential on appointment.
- Thorough knowledge of investments, pensions, protection and FCA regulations.
- Strives to achieve excellent customer service.
- Ability to network to generate new business.
- Excellent written & verbal communication skills.
- Accuracy and attention to detail, with a solid numeracy & statistical analysis ability.
- Excellent knowledge of Office 365
- Be self-motivated and team oriented, with the ability to think and work independently.
- Highly organised and adaptable.
- A robust work ethic and a strong sense of responsibility.

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Financial Planner

Salary and Benefits

Basic salary	dependent on experience
Pension contribution	5% of basic salary. Salary sacrifice available
Holiday allowance	32 days, plus Bank Holiday & Christmas week
Individual training budget	One volunteer day per year £2,000 per year (£250 can be used for personal training)
Death in service	4x basic salary (salary cap £245,000)
Income protection	Maximum 75% of basic salary (salary cap £145,000)
Working hours	35 hours per week
Probation period	6 months

Salary and benefits are calculated on a pro-rata basis for part-time Partners.

Offers of employment are subject to the receipt of satisfactory references and background checks such as adverse credit and DBS (basic).

Please apply by sending your CV and cover letter to
andrew.reed@wiseinvestment.co.uk

