Chase de Vere

# FURTHER PARTICULARS

**Paraplanner**
Private Client – Glasgow

## THE COMPANY

In the increasingly complex UK financial services market Chase de Vere are known as experts in our field. We have been a trusted source of independent financial advice for over 45 years, which makes us one of the UK's longest established practitioners.

Backed by Swiss Life, one of Europe's largest personal finance groups, we are well placed for the longer term and able to exercise our position and influence in the market for the benefit of our clients. We act for individuals as well as companies and their employees, all of whom seeking to prosper financially from our tailored financial advice.

We believe in giving holistic advice that complements our clients' personal financial goals. We do this by first getting to know our clients and their objectives and then offering them solutions that work towards their goals.

As independent financial advisers we are free to choose products from the entire UK financial services market. This means our clients can be sure that whatever advice and solutions we offer; we offer them with complete impartiality as we are not beholden to any given product provider. Any products we put forward we will have chosen for their value for money and their suitability for our clients' individual circumstances. We believe this is the only route to 'best value' appropriate advice.

*Origins of the Chase de Vere brand*

- 1969 Thomson's Financial Planning established
- 1982 Chase de Vere Investments established
- 2000 Bank of Ireland acquires Chase de Vere Investments
- 2004 Thomson's acquired by AWD Holding AG
- 2005 AWD acquires Chase de Vere Financial Solutions from Bank of Ireland
- 2005 AWD Chase de Vere brand created
- 2013 Chase de Vere Brand created and became a member of the Swiss Life Group
- 2017 Chase de Vere acquires Medical Money Management

*Our locations*

We have offices throughout the UK and pride ourselves on delivering all the capabilities you would expect from a large national organisation at a local personalised level.

## THE DEPARTMENTS

The role holder will be part of a team of over 40 Report Writers/Paraplanners supporting over 180 professionally qualified Independent Financial Advisers, located across our 16 offices. The Advisers offer an independent, personal and proactive advisory service to our clients; they will typically provide advice on the full range of financial planning services such as: investments; retirement; tax; education; savings; protection; long term care and mortgage planning.

Part of the role may also involve support 1 or more of our Corporate Consultants. As a full service, the Corporate division provides independent Employee Benefits and Human Resource consultancy. We offer our clients top level performance and enhancing packages including Rewards and Incentives, Risk and Healthcare cover and Pension solutions.

## THE LOCATION

Based in Glasgow city centre, the office is home to around 20 Private Client and Corporate Advisers who cover the whole of Scotland and Northern Ireland. These advisers are supported by a team of Administrators and Paraplanners. The Glasgow office is also home to members of the company senior management team including 3 members of the Executive Team, the Regional Manager for the Northern Region, the Regional Paraplanner Manager for the Northern Region and the Senior Manager for the Glasgow Office.

## THE ROLE

The role holder will be responsible for researching, analysing and compiling Financial Planning reports, in conjunction with the Senior Private Client Advisers, ensuring compliance with Business Quality Standards at all times.

**Please see the following role profile for further details.**

Chase de Vere

## Role Profile

| | |
|---|---|
| Job Title: | **Paraplanner** |
| Reports to: | **Regional Paraplanner Manager** |
| Profile date: | **December 2017** |

**Job Purpose:**

The key purpose of the role is to assist one or more Adviser(s) in the delivery of advice and ongoing services to prospective, new and existing clients wherever the business need is; Private Wealth, Corporate and or BMA.

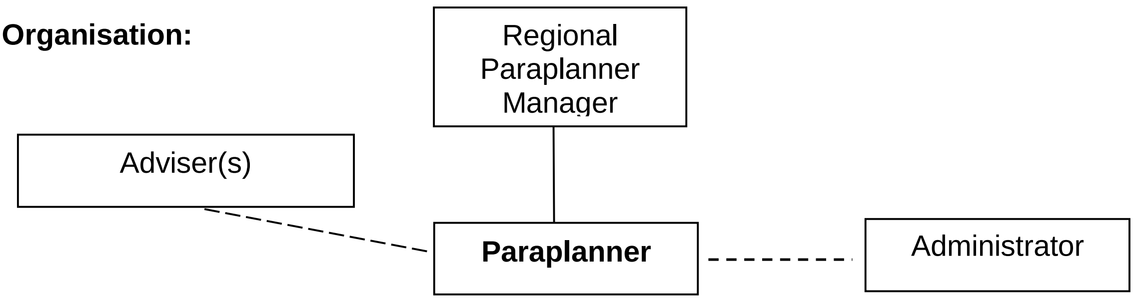
The role holder will be responsible for researching, analysing and compiling Financial Planning reports, in conjunction with the Advisers, ensuring compliance with Business Quality Standards at all times.

**Job Context:**

Working closely with one or more Advisers, dependent upon the business demand, and in partnership with the advisers' administrative support - you will be responsible for assisting the Advisers in research and compilation of compliant, bespoke client reports, to aide advisers in achieving their fee income targets, meeting client servicing commitments and complying with Chase de Vere's business quality standards.

The Regional Paraplanner Manager, in conjunction with Chase de Vere's Professional Development and Training Department - will be responsible for the continued development and training of the Paraplanner, by regularly reviewing training needs and identifying gaps and development in line with personal and company needs.

**Organisation:**




**Key Accountabilities:**

Using Chase de Vere's internal research and advice tools:

- Prepare technical and accurate suitability reports in line with Chase de Vere standards.
- Conduct research on clients' financial planning arrangements (existing and recommended); to demonstrate suitability and sustainability to meet the clients stated needs and objectives.
- Identify and calculate any potential tax benefits/charges to clients.
- Demonstrate a broad knowledge of product knowledge, in line with Chase De Vere's holistic approach.
- Undertake investment portfolio analysis, including asset allocation analysis, in line with clients stated attitude to risk.
- Compile investment/pension/protection illustrations, projections, associated documentation and prepare client service agreement letters.
- Assist in the management of the Advisers' client commitments, diary planning and management of fee income, as required.
- Handle client queries, as required.
- Ensure client files comply with the company business quality standards.
- Assist in checking client valuations.
- Provide support with ad hoc projects and tasks where necessary.

**Relationships:**

<u>Internal</u>
Private Client Advisers
BMA Advisers
Corporate Consultants
Administrators
Senior Managers
Business Quality Team
Advice Services

| |
|---|
| <u>External</u><br>Product Providers<br>Clients<br>Professional Partners and Introducers |

| | |
|---|---|
| **Challenges:**<br>• To develop professionally and achieve high levels of technical knowledge and sales skills<br>• To excel and progress within a busy, performance related environment<br>• To act in a professional manner at all times, often in the absence of the Advisers<br>• To work towards the Certificate in Paraplanning | |
| **Role Holder:** | **Reports to:**<br>Regional Paraplanner Manager |

**THE SUCCESSFUL CANDIDATE**

The qualities we expect the successful candidate to demonstrate are outlined in the following person specification.

| Essential | Preferred |
|---|---|
| **Qualifications** | |
| • Educated to Highers or equivalent and/or achieved relevant financial planning exams | • Education to degree level or equivalent<br>• Achieved the Certificate in Paraplanning (R01, R02, R03, J09)<br>• A good knowledge of regulatory requirements |
| **Experience** | |
| • A minimum of 2 years' experience within a Paraplanning role<br>• Experience of working within a high pressure environment | • Experience of maintaining and achieving a sales target<br>• Experience of carrying out face to face client meetings and/or group presentations<br>• Experience of business development and project management |
| **Skills & Knowledge** | |
| • Excellent interpersonal skills and telephone manner<br>• Excellent personal organisational and administrative planning skills<br>• Highly numerate<br>• Excellent attention to detail<br>• Proven ability to work on own initiative<br>• The ability to work well within a team environment and build effective working relationships both internally and externally<br>• Good knowledge of Microsoft Office<br>• Accurate keyboard skills | • Knowledge of Adviser Office (1st) |
| **Personal Attributes** | |
| • An eagerness to continuously learn and develop skills and knowledge<br>• Drive and motivation to deliver business targets and a willingness to work hard | |

## TERMS AND CONDITIONS OF EMPLOYMENT

NB: Please note this information is provided as guidance only and does not form part of the contract of employment.

| | |
|---|---|
| Hours | Normal hours are 35 hours per week, between 9 am and 5 pm, Monday to Friday (1-hour lunch break). You are required to be flexible and your working pattern may be varied to reflect the needs of the business. |
| Holiday | 25 days' holiday per year, your holiday entitlement shall increase to 26 (twenty-six) working days after five complete years' service and then by 1 (one) additional day per year up to a maximum of 30 (thirty) days' holiday. |
| Flexible Benefits | Employees can spend a maximum of 20% of basic salary on a range of flexible benefits. |
| Pension | Following completion of 3 months' service, you will be automatically enrolled into the company's contractual pension scheme on a 3% employee and 3% employer contribution basis. Further details will be supplied at the time. |
| Death in Service | Death in service benefit of 4 x basic salary. |
| Probation | The standard probationary period is 6 months |
| References/Checks | Offers of employment are subject to:<br>a) The receipt of satisfactory references from past employers<br>b) Confirmation of current qualifications.<br>c) Copy of a form of identification (passport or birth certificate and NI number)<br>d) Completion of a medical health questionnaire in order to confirm state of health |

## HOW TO APPLY

If you would like to apply for this position please submit a CV and covering letter to adviserrecruitment@chasedevere.co.uk.
or by post to:
Adviser Recruitment, Chase de Vere Group Plc, HR Department, 8 Exchange Quay, Salford Quays, Manchester, M5 3EJ.

**Closing date of applications: Ongoing**