

## Job Description

Job vacancy:	Senior Consultant
Reporting to:	Managing Director
Base:	Rugby
Annual salary:	Dependent on experience
Package:	25 days annual leave 4 x salary life assurance Group Income Protection Scheme Group Personal Pension Scheme

## Job Purpose:

To manage and grow a portfolio of clients through both internal and external contact strategies in order to deliver targeted levels of income and develop strong client relationships.

## Responsibilities:

- Develop long-term strong relationships with existing FS clients, identifying opportunities to expand business within financial services and other departments and build recurring income streams.
- Interrogate the practice's client base to identify opportunities to generate new business and develop a strong profile within the practice to ensure maximum leads from account managers.
- Develop an external network to generate referrals and external leads for new business.
- Deliver high quality financial services advice in line with legislative and industry requirements.
- Maintain compliance standards as laid down by TFM ensuring all client relationships and files meet minimum requirements.

## Job Activities:

- Develop an ideal week - to deliver specific financial objectives.
- Ensure all client recommendations are thoroughly researched and documented.
- Ensure paperwork is kept up to date and accurate and compliant.
- Ensure all work is carried out to standard laid down by TFM.
- Coach and develop support staff to ensure seamless client service.
- Maintain technical skills continual professional development and exams.

## Key Relationships:

- Support Team
- Account Managers and all client facing staff
- Clients
- HODs
- External Referrers
- Head of TFM

## Decision Making:

- Produce business plan and contact strategy for approval by HOD
- Regularly review the suitability and risk profiles of clients' existing investments.



## Problem Solving:

- Resolve technical issues to meet client needs.

## Education and Training:

- Minimum of 5 GCSE's, or equivalent including grade C or above in Maths and English
- Financial Planning Certificate (FPC) or Certificate in Financial Planning

## Experience:

- Financial Services qualifications – 3 AFPC exams : G60, G10, G30
- Three to four years' experience in an accountancy IFA practice environment

## Skills, knowledge and competencies:

- Impact and influence
- Client focus
- Initiative
- Commercial awareness
- Resilience and tenacity
- Risk awareness
- Solution focused
- High level technical skills.

## Measurement Data:

- Achievement of fee targets.
- Portfolio growth.
- Cross selling to practice.
- Departmental feedback.
- Compliance records – file reviews, 1st meeting standards, research documented



## **INVESTMENT ADVISER FUNCTION – (CF21)**

### **Relevant Skills and Knowledge**

- The requisite generic knowledge and qualification (e.g. FPC).
- Detailed knowledge and understanding of the firm's record keeping requirements.
- Provision of advice to clients in a compliant manner as detailed in the firm's Business Manual and Risk Plan.

### **General Responsibilities**

- Comply with the Financial Services and Markets Act 2000, the FSA Statements of Principle & Code of Practice and the relevant FSA rules at all times.
- Comply with the relevant Compliance, T&C and Anti-Money Laundering Procedures of the firm at all times.
- Keep up to date with all relevant products, legislative or technical changes.

### **Specific Responsibilities**

- Prospect / contact potential clients to ensure sales targets are met.
- Ensure sufficient client information obtained and analyse information gathered.
- Undertake sufficient product and market research.
- Ensure suitable recommendations are made.
- Ensure all supporting documentation is maintained.
- Attain and maintain level of competence as required by the firm.
- Maintain all standards of performance as required by the firm.
- Ensure relevant CPD is maintained and recorded accurately.

NB: This forms part of your contract of employment.

