jva financial services

Position Description
Financial Planner

Position Objectives
To develop a long term client base through effective relationship building,
Appropriate strategic recommendations and exceptional client service whilst fulfilling a fiduciary role to Clients in financial advice recommendations.

Direct Manager
Your direct Manager will be the Practice Manager whom you should contact with queries.

Indirect Manager
For all operational issues & queries please speak with the Operations Manager.

Direct Team Members
You will work as part of a Client Experience Team:

- nominated Client Services Team member to be advised

Key Responsibilities

- Provide a high quality customer experience to clients by actively understanding their needs and recommend appropriate strategies to allow the client to achieve their goals and objectives.
- Generate advice related fees (fee for service or commission), while ensuring the retention of existing clients
- Achieve agreed lead and/or retention targets to drive business growth
- Develop referral sources in order to introduce new clients to the practice
- Build and maintain a network of relationships across the various channels
- Undertake periodic client reviews
- Compile 'complete plan request' with written financial recommendations
- Compile written financial reviews (IPR's, RoA's)
- Ensure all client contact adheres to appropriate compliance and professional standards, policies and regulatory requirements
- Maintain up to date technical/professional knowledge and reference materials
- Other ad-hoc activities as required relative to financial advice

Business Development

- Maintain ongoing business
- Recognise new business opportunities through existing Client, referrals and COI (if appropriate)

Compliance

- Complete all CPD obligations
- Work in a compliant manner as a authorised representative of AMPFP
- Conduct compliance reviews of client advice with peers

AML/CTF Risk Awareness

- Complete AML/CTF risk check on all clients
- Awareness of any changes to AML/CTF obligations
- Notification to Practice Manager of instances of non-compliance with AML/CTF obligations

Personal Specifications
Experience

- Demonstrated ability to build and maintain effective relationships with clients and stakeholders
- Client facing customer service / business development experience
- Demonstrated ability to plan, prioritise and schedule work targets / activities with minimum supervision and an internal focus on control
- Proven ability to work towards and meet agreed targets
- Experience working in a small to medium enterprise environment

Knowledge

- Knowledge of investment and insurance products
- Extensive knowledge of financial services industry and products
- Knowledge of legislative and compliance requirements
- Knowledge of taxation issues
- Knowledge of Centrelink issues
- Knowledge of estate planning issues
- Knowledge of self managed superannuation funds
- Knowledge of life insurance products
- Knowledge of business development practices
- Working knowledge of Information Technology requirements and applications

Skills, Behaviours and Competencies

- ‘Self starter’ with high levels of energy
- Strong business planning skills
- High-level networking and negotiation skills
- Presentation skills
- An ability to implement ideas and strategy

- High attention to detail
- Strong analytical and problem solving ability
- An ability to work under pressure and within a well defined compliance framework
- High level of technical knowledge and a commitment to maintain that knowledge over time
- Applying technical knowledge. Keeping abreast of technical changes via continuous professional development
- Ability to competently use Microsoft Word and Excel
- Ability to competently use financial planning software i.e. COIN, Xplan
- Ability to use facsimile, email and Internet systems
- Professional telephone manner
- Ability to compile financial recommendations
- Strong organisational skills
- Ability to develop strong client relationships

Qualification

- DFS (FP) qualified
- Tertiary qualifications desirable in business discipline or related field
- Interest in pursuing CFP
- Meet current professional development requirements
- Current non-restricted drivers licence for the relevant state or territory
- Standard background checks including but not excluded to criminal history, bankruptcy, ASIC

Appearance

- Well groomed, professional presentation

Values

- Uncompromising commitment to the client
- Honesty and integrity