

## Trainee Financial Planner

**Job Title:** Trainee Financial Planner  
**Reports To:** Senior Financial Planner/Financial Planner

### 1 Role Specification

#### Key Purpose of Role: Service Delivery

The role of the Trainee Financial Planner is to assist the advisory teams in the delivery of outstanding financial planning advice to Saunderson House clients in line with the strategy devised by the Client Service Manager. The role will involve a large amount of the preparation of client work and supporting documentation and may involve training for junior staff in addition to assisting in the development of service standards via internal projects.

#### Primary Responsibilities:

- Assist with the preparation of outstanding financial advice on investments, pension planning, inheritance tax and estate planning, in an efficient manner
- Support the advisory teams to execute client relationship strategy
- Support the Client Relationship Manager and Senior Financial Planners/Financial Planners, to maintain strong relationships with clients, driving engagement and positive client outcomes
- Always ensure that the work undertaken complies with the regulatory and legal environment

#### Main Duties

##### Client Service Delivery (Value – Make it Happen)

- Support the advisory teams to develop and execute a client service strategy to ensure that existing clients are managed to the highest standards
- Support the Client Relationship Manager and Senior Financial Planners/Financial Planners to ensure clients receive good value from our service and assist with quality control, ensuring all client work and supporting documentation is of the highest standards
- Where appropriate, engage with clients to build relationships

##### Achieve Good Client Outcomes (Value – Lead from the Front)

- Support the advisory teams to ensure consistent high quality of service to clients to drive engagement and keep attrition low
- Proactively work to ensure all clients receive a positive client experience and take appropriate action to drive positive client outcomes
- Delivering client work to advisory teams in a timely, effective and efficient way, with a high degree of accuracy
- Accurately undertake the implementation of client advice

### **Working as a Team** (Value – Working Together)

- Cultivate the values and behaviours of Saunderson House within the organisation
- Work closely with colleagues to ensure that all clients receive excellent service
- To support the advisory teams to ensure work is completed within agreed SLAs
- Proactively prepare for regular 121s actively seeking to develop experience and competencies

### **Service Development** (Value – Thinking with Purpose)

- To participate in and/or support key projects and practice/technical initiatives across the business as required.
- Provide constructive feedback to Client Service Managers on new and existing processes to aid in the development of these

### **Conduct** (Value – Be the Difference)

- Be a brand ambassador for Saunderson House and promote all services, our values and behaviours to ensure good client outcomes and meet our conduct responsibilities
- Take responsibility for ensuring you read and understand all technical research, legislative and regulatory change updates provided by internal departments
- Ensure technical knowledge is up to date
- Ensure work produced complies with the regulatory and legal environment

## **2 Person Specification**

### **Knowledge and Qualifications**

- Minimum of a 2:1 degree or equivalent qualification.
- Grade A at GCSE Maths, or equivalent qualification.

### **Skills and Attributes**

- Strong organisational skills
- Excellent communicative and interpersonal skills (presentational; listening; diplomacy; influencing)
- Clear commitment to an effective and efficient organisation
- Proven record of delivering all work accurately, on time and to agreed SLAs
- A positive and engaged attitude with a willingness to learn and develop skills
- Ability to:
  - Work effectively as a member of a team
  - Relate well to staff across Saunderson House
  - Participate in projects and identify areas for continuous improvement
  - Work under pressure and to tight deadlines

### **Experience**

- Interest in financial markets/personal financial planning
- Previous work experience or internship within the financial services sector preferred

### **How to Apply**

To apply email your CV and a covering letter to [joyce.chaytor@saundersonhouse.co.uk](mailto:joyce.chaytor@saundersonhouse.co.uk)

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