

## JOB DESCRIPTION

**Title:** Financial Planning Associate

**Supervisor Title:** Director of Financial Planning

### JOB SUMMARY

The Financial Planning Associate is an entry level position that provides technical and client service support for Financial Planners and Advisors. Responsibilities include preparation and follow-up on client meetings, data gathering, financial plan and scenario modeling, and presentation development. Associates may participate in client meetings but not in an advice or decision-making capacity.

### JOB RESPONSIBILITIES

Responsibilities include but are not limited to:

- Provide support for development of comprehensive financial plans by gathering data, completing analysis, and prepare financial planning applications
- Work with allied professionals on the client's behalf as necessary to develop and update financial plans as well as fulfill client's requests
- Attend client meetings in a technical and support role. Manage meeting notes and action items
- Execute client tasks and exhibit timely communications with them
- Other projects and research at the discretion of Advisors and Financial Planners, including Business Partner collaboration and execution of internal initiative tasks
- Preparing and processing client transactions with our custodian

## **JOB REQUIREMENTS**

### Education:

Bachelors degree and completion of a CFP Board registered Certificate Program required.

Holding CFP Certification is preferred but not required. Must be working towards CFP Certification.

### Other:

- Team player, collaborative, able to work with and through others
- Highly proficient technical skills with the ability to analyze quantitative and qualitative information
- Ability to make effective decisions using impeccable ethical judgment
- Excellent verbal and written communication skills
- Strong client service skills
- Detail-oriented, accurate, organized, able to set priorities
- Results driven, with the ability to take initiative
- Desire to engage in continuous learning to ensure currency of knowledge and skills