Job Description: Wealth Administrator

Purpose Of Job: Taking full responsibility for preparation and maintenance of client files, recommendations, Financial Plans and ongoing reviews of client affairs. To keep up to date with technical issues and undertake necessary research.

Reports To: Practice Manager

Location of Role: Office Based - Leicestershire

Key Responsibilities & Accountabilities:

Business Processing

- Check accuracy and completeness of new business documentation
- Ensure that all business applications are processed accurately and efficiently, in a compliant manner to the firms standards
- Ensure all supporting documentation is maintained as per company procedures
- Ensure all work is followed up promptly in line with company standards
- Liaise with product providers to ensure timely and accurate responses to clients (progress chasing)
- Send letters of authority and gather accurate information

Client Servicing

- Provide friendly and professional point of contact for clients and enquiries
- Create and maintain accurate client records on back office systems, platforms and any other IT systems e.g. cashflow & risk profiler
- Prepare client documentation and correspondence pre and post meetings as per business processes
- Ensure action points resulting from client meetings get diarised and dealt with
- Ensure that relevant service standards are delivered throughout the year
- Ensure completeness of client file/data gathering
- Confirm risk profile is determined and updated
- Check all compliance paperwork is present
- Identify and obtain information necessary to compile clients recommendation / cash flowforecast
- Undertake research both independently and with FP to identify suitable solutions to meet client needs

Reviews

- Organise client review meetings as per Annual Review Process
- Prepare and coordinate client review documentation as per the Annual Review Process & support FPs in delivery of reviews
- Assist in implementation of agreed action points

General administration

- Answering the telephone
- Ensure back-office systems are kept up-to-date
- Filter FP’s general information, queries, phone calls and invitations
- Open, scan, log and allocate incoming post
- General correspondence
- Other duties as directed by management

Job Description: Wealth Administrator

Personal Specification:

Job Title: Wealth Administrator

Criteria:	E or D
Knowledge	
Microsoft Word, Excel and electronic diary management	E
Advanced Excel	D
Excellent technical knowledge of Financial Services Products	E
Knowledge of financial planning	D
Skills	
Highly organised, methodical, analytical and disciplined	E
Excellent communicator (both verbal & written)	E
Ability to assimilate technical information into an understandable format for clients	E
Highly numerate	E
Shows initiative and takes personal responsibility for completing tasks	E
Able to work within defined business processes	E
Adopts a positive attitude, willing to assist others when busy	E
Able to work under pressure on occasions to achieve deadlines	E
Excellent attention to detail	E
Able to achieve agreed outcomes without supervision	E
Able to prioritise and plan own workload	E
Experience	
At least 2 years experience working as a Wealth Administrator	E
At least 3 years working within a financial planning environment	E
Qualifications	
BSc in Economics, Mathematics, Physics, Business or a related discipline	D

D= Desirable E= Essential