

# *Financial Planner Level 1 - Job Description*



**GODDARD**  
FINANCIAL PLANNING

## **Job Summary**

Planner works with individuals and couples to guide them in making wise decisions related to household cash flow, savings, and investment decisions in order to achieve their short-term and long-term goals.

As a team member of a growing firm, interest in the entrepreneurial aspect of the business is beneficial.

## **Client Job Responsibilities**

1. Act as the Lead Advisor with new prospects to determine if the prospect's needs are a good fit with the firm's services. Provide quote and outline of the broad-based plan the client will receive. Demonstrates ability to convert about 75% of prospects into clients.
2. As a Lead Advisor, develop a client panel of up to 120 clients (new clients, annual reviews and as-requested clients) seeking financial planning advice.
3. Effectively manage revenue pipeline in order to reach established invoicing goals.
4. Prepare comprehensive financial plans for clients using a variety of tools and software to create the client's initial plan. These include:
  - Retirement Planning Software.
  - Knowledge of Federal Income Taxes and the impact on financial plans.
  - Knowledge of Investment Vehicles (generally index funds) and ability to structure an investment portfolio in alignment with client's comfort with risk.
  - Ability to prepare Excel based worksheets to communicate client's financial position related to Cash Flow and Liquid Assets.
5. Manage the relationship going forward to provide the type of service the client requests whether that is annual meetings or meeting upon their request.

## **Business Responsibilities**

1. Planners play an active role in helping with business growth and improving internal processes and efficiency.
2. Participates in weekly staff meeting to maintain the day-to-day operations of the firm.
3. Attends monthly Financial Planner meeting to maintain knowledge areas and discuss and develop firm's approach to various financial planning topics.
4. Active participation (before and during) in Strategic Planning process to direct the long-term growth of the firm.
5. Other duties as assigned.

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## **Knowledge, Skills and Abilities**

- Able to be empathetic and compassionate in working with a wide range of clients with differing financial goals and situations.
- A persuasive and articulate communication style will be beneficial. Must have excellent communication and interpersonal skills to work in this people-oriented business.
- Must have excellent math skills including understanding of the time value of money.
- Understands the complex interconnection and trade-offs of cash flow, financial assets, investments and risk management.
- Highest level of attention to detail including error-free data entry, spelling and formatting.
- Excellent computer skills and ability to use multiple computer programs concurrently and transfer data from one program to another.
- Excellent use of Microsoft Excel /Word including extensive use of formulas in Excel.
- Manage multiple client relationships and be able to work concurrently on multiple projects.
- Participates in peer reviews of financial plans for colleagues and is able to deliver and receive feedback in a professional and courteous manner.
- Must be able to work independently and at times on projects with critical time demands.
- Ability to work in small entrepreneurial environment.

## **Qualifications**

- Must hold and maintain CERTIFIED FINANCIAL PLANNER™ Professional designation.
- A degree is a requirement of the Certified Financial Planner Board of Standards. A bachelor's degree in Accounting, Business or similar field that requires analytical ability is preferred.
- Must adhere to company Code of Ethics, Privacy Policy and other compliance requirements.

## **Reporting Structure**

- Reports directly to President.
- Works closely with other financial planners on strategic reviews, peer reviews and plan development.

## **Work Environment**

- Full-time position with flexible schedule after the first 12 months.
- Working environment is generally favorable and lighting and temperature are adequate. Work is generally performed in an office environment in which there is only minimal exposure to unpleasant and/or hazardous working conditions. Ability to sit for long periods of time is required.