PENOBSCOT
FINANCIAL ADVISORS

Financial Planning Specialist

Job Description

Position Description

The Financial Planning Specialist supports the team's Financial Advisor roles and executes PFA's financial planning process by developing a thorough understanding our client's goals and interests, utilizing firm and industry resources, and creating meaningful financial plans to improve client's lives. The role will lead this process for the firm's Financial Planning Only clients, and support this process in coordination with a Lead Advisor for the Firm's Wealth Management clients. The Financial Planning Specialist will also serve as an in-house expert on financial planning related client issues, play a lead role in the Financial Planning Committee and ensure consistency in the delivery of financial plans.

Essential Duties/Responsibilities:

- Utilizes firm software and resources to create financial plans and solutions for clients.
- Leads the Financial Planning Committee.
- Works collaboratively with Lead Advisors, and other team members, to understand client's goals and objectives, and match them with meaningful solutions.
- Understands and is comfortable delivering work within the seven key subject areas of the CFP financial planning knowledge set.
- Conducts research and acts as an in-house expert for specialized planning topics.
- Prepares appropriate materials for financial planning and client review meetings.
- Attends client meetings, recording detailed notes and records in the firm's CRM.
- Maintains meticulous client records, notes and filing.
- Adheres to rules & regulations as required by PFA's policies and procedures, as well as the SEC.
- Proactively assists clients in the implementation of agreed upon action plans.
- Maintains relationships with community partners, and coordinates planning work.
- Communicates with clients regularly, providing necessary planning updates or accountabilities.
- Presents financial plans to clients and proactively updates plans as client's lives change.
- Maintains strong relationships with clients, continually striving to strengthen the relationship with the firm and manage life changing events.

Competencies:

- Self-starter who can work independently and in a team environment.
- Attention to detail and organization.
- Exceptional communication skills with clients and team members.
- Displays integrity and instills confidence from others.
- Ability to multi-task and work efficiently to prioritize tasks.
- Possesses technological proficiency with CRM, and is a quick study with new technology.
- Preferred experience with MoneyGuide, Redtail and Black Diamond.
- Proficient with Microsoft Office suite, most importantly Excel.
- Possesses and exhibits a positive, friendly, can-do attitude.
- Determined to grow, and willing to learn.
- Creative mind, willing to contribute to change and process improvement.

Work Experience & Education

- Bachelor's Degree
- Preferred 3+ years of experience in financial planning industry
- Preferred CFP® Designation, or ability to obtain quickly
- Series 65, or ability to obtain within three months

Compensation Range

- Base Salary: $60,000 - $75,000.
- Individual Bonus Potential: $5,000 - $15,000.
- Participation in firm-wide Annual Incentive program after first year.

Benefits Package

- 401(k) Plan with match
- Contributory Health Insurance plans
- Dental and Vision plans
- Paid Parental Leave
- Paid Leave program
- Sabbatical Leave program
- Volunteer Time Off
- Financial Planning Reimbursement