

## Paraplanner – Glasgow based

EIC Ltd / Independent Women is looking to recruit an experienced paraplanner to join its dynamic, vibrant business as it grows and expands. An exciting time to join the company and a fantastic opportunity for the right person to join and be part of our ongoing and extensive business development plans.

### **Job Description**

A highly technical and qualified individual who can offer skills which add to those of the adviser to provide the client with a positive and professional experience. We are looking for a focused and conscientious individual who is keen to develop themselves further.

Core responsibilities include:

- Drafting full financial planning reports and suitability letters
- Obtaining product illustrations and completing applications forms
- Maintaining fund and product panels
- Developing relationships with product providers
- Supporting administration team with business processing
- Ensuring that FSA requirements are met throughout business process
- Dealing with client queries

### **Skills Required**

- Excellent report writing skills and experience in preparing financial reports
- Ability to analyse statistics
- Ability to conduct research for appropriate providers and investments
- Good understanding of compliance issues
- Good time management skills
- Excellent interpersonal and IT skills
- Strong attention to detail
- Initiative, proactivity and a positive attitude
- Ability to work on own initiative and as part of a team

### **Preferences**

- Diploma level 4 status and working towards Chartered

Salary £20-£25k dependent on skills and experience

If interested, please send CVs to Clare Logie. Strategic Director, EIC Ltd / Independent Women [clarelogie@eicifa.co.uk](mailto:clarelogie@eicifa.co.uk)