

Paraplanner: Kent / East Sussex

Area: South East

Salary: Negotiable + Pension, Health Plan & Death in Service

Selectapension Bureau Services Limited (SBS) is looking for a Paraplanner to join its market-leading team. This is a great opportunity to join an established but rapidly growing business that specialises in Report only and one-off advised pension planning cases for introduced clients. Based in Crowborough, SBS is a subsidiary of Selectapension Limited, which launched in 2004 to develop pension and investment planning software for Financial Advisers, pension providers and Banks. For further information please visit: www.selectapension.com

Recruiter: Selectapension Bureau Services Ltd

Posted: 17 November 2016

Closes: 16 December 2016

Contract Type: Permanent, Full Time (Part time considered)

Hours: Mon – Thu 9 am – 5.30 pm, Fri 9 am – 5 pm

FURTHER INFORMATION

The Company

SBS is a subsidiary of Selectapension Ltd and provides a pension planning bureau service, offering an advised service to introduced clients **from** Advisers who do not hold the necessary qualifications or who do not have the time or expertise in this field and a report only service, producing transfer value analysis reports for Advisers who do hold the necessary permissions to give advice on pension transfers.

The service has grown rapidly over recent years which has created this exciting position in a dynamic yet friendly atmosphere. As a growing business, we can offer the potential for career advancement and further industry study.

Job Summary

You will play a key role in the pension planning for our report only and advised services. Communicating by phone and email with introducing Advisers, clients, scheme administrators and trustees to collect and review all necessary information to complete transfer value analyses. This role requires excellent technical knowledge, attention to detail, the ability to multi-task, prioritise and plan own workloads.

Qualifications and Key Skills

- Understanding of the Financial Planning Advice process
- Diploma in Financial Planning (CII) - Level 4 or Diploma in Financial Planning or working towards a Diploma
- Excellent technical knowledge with strong IT skills
- Excellent communication skills, including confidence to deal with introducing advisers, clients, scheme administrators and trustees

How to Apply

In the first instance please send a CV and covering email to recruitment@selectapension.com or send your application by post to Adrian Malin, Operations Director, Selectapension Bureau Services Ltd, Selectapension House, Eridge Road, Crowborough, East Sussex. TN6 2SL.