To apply for this position please submit information to Caleb Brown at cbrown@newplannerrecruiting.com

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Associate Financial Advisor Position Description

We are seeking an Associate Financial Advisor for our fee-based RIA firm in Stamford, CT. We are interested in you if you are a recent or soon to be graduate of a CFP Board registered financial planning program, are looking for an entry level position, want to learn the business and our company from the ground up, do not want to market and cold call for clients but do want to be involved with the back office and front office learning the way we care for our clients, and then working your way up our advisory career ladder to Lead Financial Advisor. Candidates that fit into our firm and culture will desire to be in a small boutique RIA firm environment, embrace a tactical investment philosophy, have a desire to prove themselves, and understand there is no short cut to any place worth going.

Position Overview

This is a professional position that will support the President in the advice delivery function of the financial planning process with current and potential clients. You will be expected to assist in virtually all aspects of the business, but primarily to create and present financial plans using MoneyGuidePro, Microsoft Excel, and Lumen. Mentoring and big picture direction will be provided, but you must have the ability to utilize critical thinking skills, work independently and anticipate firm needs and client questions. The firm wants to provide an opportunity for a new graduate to come in and learn the business from the ground up and the staff is committed to helping the new hire reach their goals. The strategic vision includes growing a great business as a team, and creating great lives for the clients and the members of the team.

Initial Key Areas of Responsibility:

- Prepare plans and projections in MoneyGuidePro and Lumen
- Involvement in all aspects of pre-client meeting activities such as preparation of meeting agendas, client paperwork, data gathering as well as post-client meeting tasks such as develop meeting notes and preparation of Investment Policy Statements
- Interact with clients over the phone, via Skype, and in-person with accuracy
- Work with the custodial platform Charles Schwab, as well as client relationship management software Junxure, and portfolio management software DBCams to effectively serve clients

Future Key Areas of Responsibility:

- Regularly monitor clients' financial situations with detail and accuracy
- Advise clients on all aspects of financial situation; perform financial situation analyses, and coordinate planning implementation with outside professionals if necessary
- Become the primary contact for clients and lead financial planning meetings with clients

Minimum Qualifications:

- CFP Board registered financial planning program student/graduate
- Series 65 or attainment within 3-6 months after joining firm
- Pass CFP® Certification examination within 18 months after joining firm
- Organized, with a strong attention to detail
- Ability to identify, meet and follow through with client needs and requirements
- Must be a self-starter, problem solver and a goal-oriented team player with a 'no job is beneath me' attitude
- Able to work independently
- Able to perform multiple tasks efficiently and set priorities
- Above average knowledge of Microsoft Excel, Word, PowerPoint and technology in general
- Exposure to MoneyGuidePro and Lumen is a plus

Benefits:

- Competitive salary with performance based pay program and career track available
- Company contribution towards health insurance
- Retirement plan
- Educational reimbursement (continued education, conference attendance, training budget, etc.)
- Paid professional dues
- Mentorship and Learning Opportunities