

FINANCIAL ADVISOR CAREER PATH CLIENT SERVICE SKILLS, DUTIES & REQUIREMENTS

	Paraplanner	Staff Financial Advisor 1	Staff Financial Advisor 2	Staff Financial Advisor 3	Associate Advisor	Advisor / Senior Advisor
Education	Bachelor's Degree (preferably in Financial Planning, Business, Accounting, Finance, or related field)					
Experience	No experience required (prefer internship experience)	At least 1 year experience in the Financial Services industry	3+ years experience in the Financial Services industry OR 1 – 2 years in the Financial Planning field delivering advice and services to clients		4+ years experience in the Financial Planning field delivering advice and services to clients	Minimum 5 years experience in the Financial Planning field delivering advice and services to clients
CFP® License	Not required	Currently enrolled in CFP® program or licensee		CFP® licensee		
Computer skills	Strong computer skills, experienced and proficient in Excel and Word, basic and routine operation of Portfolio Center, Junxure and Worldox		+ experienced and proficient in Portfolio Center, Junxure (contact management software), and Worldox (indexing of scanned documents)			
Financial Planning Projections (Naviplan)	Not required	Basic understanding of Naviplan (or other FP software) and data entry process	Proficient with data entry and reviewing and understanding client report package		+ proficient describing client report package and Monte Carlo analysis to client	+ advanced knowledge and expertise, ability to deliver advice to client
Financial Planning Review of client financial documents (estate, retirement plans, insurance, etc.)	Update IRA and Asset/Liability summary; begin Agenda	Review and summarize basic information from client documents	+ability to understand and summarize most information from client documents; develop agenda		+proficient with analyzing, understanding, and summarizing client documents, and describing to client	+ advanced knowledge and expertise, ability to deliver financial planning advice to client

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<i>Tax Planning (BNA)</i>	Basic understanding of 1040 returns and supporting schedules	Proficient with data entry of last year's tax return into BNA	+proficient with data entry of current year basic tax information (payroll, Sch A, B & D)	+ proficient with entry of advanced tax information (Sch C & E) and understanding alternative scenarios	+ proficient reviewing and describing projections and developing alternative scenarios	+ advanced knowledge and expertise, ability to deliver tax planning advice to client and communicate with client's tax advisor
<i>Investment Management</i>	Generate performance, gain/loss, IPS, Morningstar, and asset allocation reports; iRebal run	+ability to review and understand investment reports; review iRebal and Level 1 approve	+understand MS Portfolio Fact Sheet analysis; analyze iRebal recommendations; attend Investment Committee Meetings		+Level 2 approval of iRebal; participate as a voting member of Investment Committee	+ advanced knowledge and expertise; ability to deliver investment advice to client
<i>Client meeting attendance</i>	Not required	Attendance not required; occasionally as time permits	Should attend 25% of client meetings	Should attend 50% of client meetings	Attend 100% of client meetings as Lead Advisor and 2nd chair for other Advisors as time permits	
<i>Client meeting presentation</i>	Not required		Present Financial Statement; other items as directed by Advisor	+ present and describe summaries and investment reports	+ present and describe Naviplan and BNA projections	+present and advise on all Agenda items
<i>Meeting follow-up and implementation</i>	As directed by SFA and/or Advisor	As directed by Advisor		Memo dictation of 50% of meetings attended; execute implementation and follow up items	Responsible for ensuring implementation of all follow up items and memo dictation	