FINANCIAL ADVISOR CAREER PATH

Client service skills, duties and requirements

	Paraplanner	Staff Financial Advisor I	Staff Financial Advisor II	Staff Financial Advisor III	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 OR any of the following: CFA, CPA, JD		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		Enrolled in CFP® program or licensee		CFP® required	
Computer skills	Strong computer skills, experienced and proficient in Excel and Word, basic and routine operation of portfolio, contact and document management software		+ experienced and proficient in portfolio management software, contact management software, and document management software			
Financial Planning Projections	Basic understanding Financial Planning 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

SUMMIT FINANCIAL STRATEGIES, INC.

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CLIENT SERVICE SKILLS, DUTIES AND REQUIREMENTS

	Paraplanner	Staff Financial Advisor I	Staff Financial Advisor II	Staff Financial Advisor III	Associate Advisor	Advisor / Senior Advisor
Tax Planning	Basic understanding of 1040 returns and supporting schedules	Proficient with data entry of last year's tax return into tax planning software	+ 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
Investment Management	Generate performance, gain/ loss, Investment Policy Statements, and asset allocation reports	+ ability to review and understand investment reports; preliminary review of trade recommendations	+ understand portfolio analysis and investment philosophy; analyze trade recommendations; attend Investment Committee Meetings		+ Review and approval of trade recommendations; participate as a voting member of Investment	+ advanced knowledge and expertise; ability to deliver investment advice to clients
Client meeting attendance	Not Required	Attendance not required; occasionally as time permits	Should attend 25% of client meetings	Should attend 50% of client meetings	Attends 100% of client meetings as Lead Advisor and 2nd chair for other Advisors as time permits	
Client meeting presentation	Not Required		Present Balance Sheet and other items as directed by Advisor	+ present and describe summaries and investment reports	+ present and describe planning and tax projections	+ present and advise on all agenda items
Meeting follow-up and implementation	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	

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