

JUNIOR FINANCIAL ADVISOR

ROLES BASED IN ALL CITADEL OFFICES (PRETORIA/SANDTON/DURBAN/CLAREMONT & TYGERVALLEY)

REPORTING RELATION

Regional Head

PURPOSE OF JOB

Contribute to the overall profitability of the business by assisting advisory partners with the supporting documentations and compliance requirements of existing and new clients. Ensuring a good knowledge of the administrative systems to secure new business. Be flexible to interact with various high-profile clients spread across the demographics of South Africa. Tap into networks and create leads and potential clients.

KEY RELATIONS

- Regional Head and All Advisors /Assistants within region/office
- External clients

QUALIFICATION and EXPERIENCE

Academic/Qualification (minimum requirements)

- Certified Financial Planner designation or in the process of acquiring
 - Post graduate diploma in financial planning with board exam or in the process of acquiring it
- RE exams (ER completed)
- Class of business and product training (ER completed)
- CPD points – continuous and registration FPI
- All regulatory and legislative training (ER completed but also continuous as with advisors)
- Active engagement/attendance of all internal training
- Pro-active self-study of all training/information/practice notes
- Identifying and facilitating any personal development and or “soft skills” required

Experience

- Exposure and all activities in relation to supervisory requirements to meet standard of Cat 1 and Cat 11 registration
- Shared responsibility between supervisor and supervisee (please also refer to supervision agreement)



COMPETENCIES	KNOWLEDGE	PERSONAL CHARACTERISTICS
<ul style="list-style-type: none"> • Aptitude for figures • Writing skills • Influencing skills • Conceptual thinking skills • Interpersonal understanding • Good presentation skills • Effective stress management • Multi-focused – Planning and Management • Output driven mind-set with strong communication skills 	<ul style="list-style-type: none"> • General knowledge of financial markets • Knowledge of insurance and investment products • Thorough understanding and knowledge of global economy, financial and investment markets • Knowledge on investment and financial planning • Have good technical knowledge on related subjects such as Tax, estate planning, retirement planning and Forex, interest rates 	<ul style="list-style-type: none"> • Client and service oriented • Affable character • Integrity • Adaptable and flexible to change • Detail orientated • Effective interaction abilities • Quick thinker • Mature • Confident • Well presented • Sensitivity to the clients • High sense of duty and loyalty • Wide range of interests • Self-Starter • High levels of accountability

KPA/ STRATEGIC BUSINESS DELIVERABLES

Administration

High level of understanding of the administrative requirements in the business pertaining to Documentation, Mandates, Processes, Systems, Products, Instructions and Service providers

Client intimacy while working under supervision

Building trusting relationships with new and prospective clients

Strategic involvement and suggestions required to grow the business and setting of new benchmarks for the delivery of services to the existing client base.

Identify new clients for Citadel and accepting a source target in the business. Initiate further referrals from existing clients

Ensure constant business development - attract new business, leads and top ups from existing clients.

Provide a financial roadmap and investment solution

Manage clients wealth by effective advice and change implementation

Initiate prospecting events to support business inflows by building quality relationships

Attend bi-annual client meetings with clients



Personal Development

Keep abreast of changes by attending training, networking conventions
Submission of supervision reports if applicable

Practice Management while working under supervision

Management of business practice management within Citadel, Management of Stats, Assistant, inflows, FICA and FAIS and internal relationships.

Ensure clients are compliant to House view and adopt strategies to change implementation accordingly

Support the planning and management practice with compliance and technical planning and management ability