

Junior Financial Planner

Description

The Junior Financial Planner works to assist and support a more senior financial planner as they offer advice to clients. The individual is responsible for providing analysis about financial options, using data to make projections, helping the advisor or planner prepare for client meetings, meeting with clients to get their initial information, and assisting with recommendations pertaining to investment portfolio management, retirement planning, and other areas. This role will also perform office administration tasks such as filing paperwork. We take a comprehensive approach to client management, advising on investments, insurance, real estate, employment benefits, estate planning, tax implications, and more.

Responsibilities:

- Provide support for clients by gathering data, developing financial plan analysis and scenarios, preparing meeting materials, participating in client meetings, as well as managing meeting notes and action items.
- Prepare comprehensive financial plans in eMoney software that include the following modules: balance sheet, asset allocation, stock options, restricted stock, cash flow, education, retirement, Monte Carlo, insurance and estate planning.
- Develop basic models in Excel to analyze clients' situations.
- Review and summarize employee stock options, restricted stock, employee benefits, insurance policies, estate planning documents, beneficiary designations and asset titling.
- Place trades, wires and move money as requested by Senior Planner and/or client.
- Assist in firm projects/assignments.
- Prepare income tax projections.
- Perform basic tax research.
- Coordinate client servicing with team and third-party service providers.
- Prepare client follow-up letters and correspondence.
- Respond to client phone calls and emails.
- Confirm/track client trades and transactions.
- Other projects and research at the discretion of Advisors and Financial Planners, including business partner collaboration and execution of internal initiative tasks.
- Comply with all regulatory requirements.
- Maintain continuing finance licensing and registration requirements.

Success at Baron:

- Ability to work independently in a fast-paced environment.
- Possess a passion to help team members and clients.
- Strong process and planning orientation.
- Ability to design efficient systems, continuously seeks productivity.
- Ability to enthusiastically support and promote firm goals.
- Must maintain client confidentiality; demonstrate integrity and code of ethics.
- Accountable, adaptable, and flexible.
- Results driven, with the ability to take initiative.

- Detail-oriented, accurate, organized, self-motivated, able to set priorities & multi-task.
- Strong verbal and written communication skills.
- High level of team orientation; strong interpersonal communication skills.

Education and/or Experience

- Minimum of a bachelor's degree (B.A.) in finance, accounting, business, or related field from a four-year college or university, MBA, CFA, or CFP, a plus
- Strong communication and analytical skills

Requirements:

- 5+ years of industry experience.
- Series 65 license.
- Must have a high level of comfort engaging with high-net-worth individuals and/or families.
- Strong analytic skills with the ability to profile and formulate strategies for existing clients.
- Good verbal and written communications skills and interpersonal skills.
- Ability to work in a team environment.
- Strong functional knowledge of Microsoft Office Suite (Word, Excel and Outlook) and financial planning platforms (e.g. Fidelity, Charles Schwab, eMoney, Salesforce XLR8, etc.)
- Knowledge of BNA Tax Planning software is a plus

Compensation

- Salary based on experience plus bonus opportunity
- Healthcare stipend
- 401k with employer match
- Paid time off

Baron Wealth Management is an established company and growing. We are looking for hardworking individuals who can work collaboratively, with a strong client focus on achieving results. If you have an ownership mentality and are service oriented with a passion for exceeding client expectations, we want you to join our team.