Downloaded from <https://www.velvetjobs.com/job-descriptions/financial-advisor>

# Example of Financial Advisor Job Description

Our company is growing rapidly and is hiring for a financial advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial advisor

* Address each client's ongoing advisory and wealth management opportunities and provide semi-annual formal reviews of each client's financial situation
* Promote professional development by maintaining an in-depth understanding of financial planning, capital markets and the financial services industry
* Maintain all required licenses and designations
* Identifies, contacts, and meets with prospective clients to complete a suitability review to assess financial situation, including investment goals, experience, investment time horizon, risk tolerance and liquidity needs
* Recommends investment products and/or services to most effectively meet the needs of the client, based on information obtained
* Informs clients of benefits and risks of various investment solutions and makes full disclosure as required in conjunction with selling non-deposit investment products
* Provides on-going customer service and processes clients’ trade orders and money transfers according to customer requests and within regulatory requirements and company policy
* Facilitates branch referral and investment goals by organizing call parties, customer appreciation days
* Conducts annual compliance meeting with all branch associates to ensure adherence to FINRA guidelines
* Meets with existing clients periodically to update client information and to determine needs for changes in investments or investment strategy

## Qualifications for financial advisor

* Fluency in a Mandarin and Cantonese is an asset
* Fluency in Farsi is an asset
* Knowledge or fluency in Mandarin and/or Cantonese is an asset
* Knowledge or fluency in a Mandarin and/or Cantonese is an asset
* Knowledge or fluency in Ukrainian and/or Polish is an asset
* Demonstrated ability to develop business relationships