



Example of Wealth Management Advisor Job Description

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Our company is searching for experienced candidates for the position of wealth management 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 wealth management advisor

- Responsible for developing client financial plans utilizing our eMoney financial planning software
- Assist in development of comprehensive financial plans for clients to identify problem areas, make recommendations and select appropriate investments compatible with the client's goals, risk tolerance, time horizon and expected rate of return
- Prepare presentations and other marketing materials for Wealth Advisors
- Coordinate with trust companies and Company Secretaries on company secretarial work issuance of share certificates, update of minute books and registers of directors and members of offshore companies
- Assist Wealth Advisors, Bankers or clients with enquiries relating to existing trust or company structures, for example by confirming details of settler, protectors, beneficiaries, what companies are involved etc, checking on general history of a structure
- Responsible for preparing and following up on documentation for setting up trust and investment holding company structures
- Responsible for coordinating with fiduciary clients, our trust companies and client's external legal advisors or accountants, and to carry out the implementation of restructuring projects (for example, changing trustees, liquidation of companies, change of beneficiaries, trust deed amendment
- To coordinate and be focal point of contact for liaising with trust companies

- Assist in product research and tax and trust law updates and review market trends
- To help follow up with clients and internal colleagues for Wealth Advisors

Qualifications for wealth management advisor

- Existing Series 7, 66 (or 63 and 65) and appropriate state life insurance licenses are highly preferred
- Required license(s) or certification(s) ACTIVE FINRA Series 7, 63, 65 or series 66 and state insurance license(s)
- Five + years of sales experience as a fee based producer in securities/financial industry or management of equivalent book of business
- Good knowledge of mass market segment investment needs
- Required license(s) or certification(s) FINRA Series 7, 63, 65 or series 66 and state insurance license(s)
- How trust can be used for legacy planning