



# WE ARE HIRING!

## PARAPLANNING APPLICATIONS COORDINATOR

A fantastic opportunity has arisen to join our Paraplanning team as a Paraplanning Applications Coordinator.

The Paraplanning Applications Coordinator will be responsible for the processing of new business. This role is based within our Paraplanning team, reporting to the Head of Paraplanning at Sandringham Financial Partners. We are one of the market leading independent national advice firms offering a fresh and innovative approach to financial advice. A key team within the business is our Paraplanning team who help support 190+ Advising Partners within the Sandringham network.

FOR FURTHER DETAILS & TO APPLY, PLEASE EMAIL: [J.BRUNDLE@SANDRINGHAM.CO.UK](mailto:J.BRUNDLE@SANDRINGHAM.CO.UK).



**Professional Adviser**

**BEST FINANCIAL  
ADVISERS TO WORK  
FOR 2017, 2018 & 2019**

## ABOUT US

Sandringham Financial Partners is a UK market leader in the provision of tailored independent financial advice. Everything we do is designed to deliver the best outcomes for our personal and corporate clients.

All of our Advising Partners across the UK are professionally qualified to provide expert financial advice on Investments, Pensions, Mortgages, Protection and Estate Planning. Our Advising Partners are supported by a team of qualified technical specialists and expert Investment Managers, as well as the very latest leading-edge technology.

### BENEFITS OF JOINING SANDRINGHAM:

- 30 days annual leave (including days off at Christmas) + bank holidays.
- Hybrid home/office working.
- Personal Development Expenses (for exams and training).
- Income Protection – 75% of basic salary.
- Death in Service – 4x basic salary.
- Critical Illness – 3x basic salary.
- Auto Enrolment Pension Scheme.
- Free parking provided.
- Perkbox – a range of discounts and freebies.
- Corporate scheme with Vision Express.
- Salary - dependent on experience.

### REQUIRED SKILLS, EDUCATION & EXPERIENCE:

- Excellent communication and interpersonal skills to be able to liaise with internal and external parties. Written, telephone and face to face communication to partners, members and internal departments.
- Excellent organisation and prioritisation skills to be able to work to multiple competing deadlines. Ability to take ownership and accountability for own area and ensure you are punctual and reliable with time keeping.
- Proactively solving problems and investigating any issues.
- Understanding of the Group vision. Competitor and industry awareness.
- Must have experience of CRM systems, intermediate Word, intermediate/advanced Excel and intermediate PowerPoint.
- Keep up to date with the latest industry knowledge in order to support advisers and communicate this effectively with the team. Focused on continual improvement of the service to our customers.
- A knowledge of our propositions/financial products.
- Understand and be able to demonstrate the process an adviser needs to follow in accurately placing business.
- A minimum of 2 years industry experience.
- Experience of processing new business in a whole of market environment.
- A good knowledge of private wealth products.