Associate Advisor

Associate Advisor

The Associate Advisor position provides technical support to Financial and Senior Financial Advisors. Associate Advisors act as the key internal liaison to their advisory team to ensure successful delivery of agreed upon client service standards for an assigned set of client relationships

As with Analysts and Financial Advisors, the primary motivation behind hiring Associate Advisors is to leverage the time of Senior Financial Advisors and create capacity. Associate Advisors are responsible for constructing financial plans and meeting materials by managing the financial planning software, inputting client data, building scenarios and creating a final deliverable for clients. Associate Advisors also work on keeping financial plans current and helping to answer basic client questions. They may attend client meetings and take extensive notes. While many Associate Advisors may correspond with clients, they do not normally give out financial advice.

Job Responsibilities

General Support

- Supports senior team members with analysis, client service and technical assistance
- Learns technical skills to prepare to service clients as a Financial Advisor, including topics such as WMS public and private investments, cash flow projections, insurance, tax planning, and estate planning
- Coordinates meeting follow-ups as assigned and collaborates with other team members as appropriate
- Trains, coaches, and/or mentors junior team members
- Contributes to the Advisory team's initiatives of increased efficiency, quality, and control through system enhancement and process improvement

Analytical Support

- Attends client meetings and takes extensive notes
- Analyzes client information and prepares reports and presentations
- Enters information into financial planning software and prepares financial plans, special reports and analysis
- Helps with the preparation of asset allocation
- Thinks strategically and collaborates with Advisory team to define a plan for retaining and growing client relationships
- Collaborates with portfolio managers and client advisors on the investment management of client portfolios, which include public and private investments

Client Service

- Works independently and with Advisors to manage client service, including scheduling, preparing for and participating in client meetings, focusing on content, key takeaways, and outcomes
- Answers basic questions for clients (a license may be required for some)
- Shows clients how to access their accounts and read client portals
- Fills out necessary forms for opening or maintaining accounts on as needed basis
- Interfaces with the custodian to obtain information or account data and convey service requests
- Maintains information in the CRM system
- Sets up and retrieves reports in the portfolio management system
- Assists in generating performance reports

Desired Skills & Experience

- Three to five years of relevant industry experience preferred
- Knowledge of financial planning
- Excellent written and verbal communication skills
- Self-motived, detail oriented and analytical
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook, as well as experience with financial planning, client relationship management (CRM) and portfolio management (PM) software

Qualifications

- Bachelor’s degree from an accredited college or university (required)
- Professional designation or certification such as CFP®, CFA or CPA is a plus