

JOB DESCRIPTION – EMPLOYEE BENEFIT CONSULTANT			
Job Title:	Employee Benefits Consultant		
Reports to:	Sales Manager		
Department:	Sales		
Location:	Manchester City Centre	Date of Job Description	22 nd April 2021
Purpose of the role:	<p>Sales focused Employee Benefits Consultant to work within the existing EB department and provide assistance towards its future growth.</p> <p>Main purpose of the role is to retain and develop the existing client base, to generate new enquiries via existing or new professional connections and to provide knowledge and support in all areas of Employee Benefits – Pension, Group Risk, Medical and Health Plans, Communication and Employee Engagement.</p>		
Key Duties	<ul style="list-style-type: none"> • Working with professional Introducers – including but not limited to Accountancy Practices • Building successful relationships with HR Professionals, Finance Directors/Managing Directors of our Corporate clients • Working within your support team of EB Administrators and building their knowledge • Provide Corporate advice to clients in all areas of Employee Benefits – Pension, Group Risk, Medical and Health Plans, Communication and Employee Engagement, • Business Development • Department Growth 		
Skills & Experience	<ul style="list-style-type: none"> • Previous experience within a similar role, ideally within an IFA environment dealing with Corporate client of all sizes from SME to Large Corporate • Good technical knowledge on employee benefits • Proven research and analytical skills • A good level of numeracy and IT skills • Demonstrated customer service skills 		
General Duties	<ul style="list-style-type: none"> • Adhere to Company H&S policy. • Adhere to Company Procedure and Policies at all times. • Represent the company in a professional manner at all time. • Any other duties as and when required by the Company. 		
Education / Qualifications:	<ul style="list-style-type: none"> • diploma in regulated financial planning desirable but not essential • Group Risk - GR1 		
Personal Qualities	<ul style="list-style-type: none"> • The capability to explain complex information simply and clearly • The ability to network and establish relationships with clients • The ability to work in a team • Time management skills • A target-driven mind-set • Existing clients and connections are desirable but not essential • Excellent communication, interpersonal and listening skills • A flexible approach to work • Self-motivation and organisational skills • Negotiation and influencing skills as well as determination and tenacity • Decision-making skills • Discretion and an understanding of the need for client confidentiality 		

Reward Package	<ul style="list-style-type: none"> • Competitive Salary • 35 hours per week • 25 days holiday plus Bank Holidays • Loyalty holidays with continued service. • Additional 1-day holiday for Birthday • Christmas Closure (need to retain 3 days from allowance) • Quarterly bonus scheme • Perkbox Scheme • Pension (auto-enrolment, then 5% + 5% contributions after 6 months) • Private Medical Insurance (after 12 months) • Life Assurance • Fully funded company social events – summer and winter • Generous Study/Training Program • Personal Development Plan; Quarterly 1:1 meetings and Annual Appraisal System
The Company	<ul style="list-style-type: none"> • Pareto Financial Planning Limited was founded in 2008 and are an award-winning firm of independent financial advisers (IFAS), with an established reputation for dealing in all areas of financial planning. • Winner of The Talk of Manchester Business Awards – Best IFA • We value our people; now employing a team of more than 50. This has led to new clients and total funds under influence being more than £800 million. • Training Academy ethos for those that want to develop their career. Company provides an excellent In-House training program for you to progress your career including a generous study scheme and Personal Development Plan. • Great atmosphere, team spirit and thoroughly enjoyable working environment. • Organised social events calendar for all who want to participate. • Good work/life balance structure in place. • Dedicated to various charities throughout North West.
To Apply	<ul style="list-style-type: none"> • careers@paretofp.com