SCOTT JONES
FINANCIAL
Known for our Expertise. Chosen for our Care.

5950 Fairview Road
Suite 215
Charlotte, NC 28210
P 704.817.7324

Case Design Analyst/Financial Planner

Summary

The primary responsibility of the Case Design Analyst is to work alongside and support the Advisor in the sales and advisory process. This person is responsible for working with our Broker Dealer, Valmark Financial Group, to generate corporate planning solutions, personal financial plans as well as product and benefits proposals. The Case Design Analyst will be expected to provide technical knowledge and analytical support necessary to sustain and advance the sales and marketing effort.

Essential Duties and Responsibilities

Case Preparation/Design

- Develop, implement and maintain written procedures for our planning process
- Develop a comprehensive data and document collection process. Assist the advisor in gathering necessary information from the client to prepare analysis and proposals
- For business prospects and clients, prepare various executive benefit proposals to include Deferred Compensation, Section 162 Bonus Plans, and Group Term Carve Out as well as Business Succession funding strategies
- Accurately produce corporate insurance proposals and supporting financial analysis
- For high net worth families and high-income professionals, prepare presentation-ready comprehensive financial plan to include clearly stated client objectives as well as recommendations for implementation
- Build a mutually beneficial relationship with Broker Dealer's investment and life insurance teams
- Prepare and interpret life, disability, and long-term care insurance solutions
- Proficient level of understanding of software programs and resources available to enhance the client experience
- Assist clients with wealth accumulation and retirement distribution strategies
- Interact with clients and other advisors as appropriate (CPA, Attorney, Trust Officer, etc.)

Qualified Plan Development and Service

- Manage and service our current qualified plan clients (401k, profit sharing, etc) and develop new business opportunities that increase revenue from this block of business
- Schedule & conduct semi-annual enrollments / investment review
- Oversee Client Service in interfacing with Group office and case administrator in providing client service and handling all participant inquiries / questions
- Monthly / Quarterly client contact
- Seek cross-serving opportunities among employees
- Obtain high-quality referrals

Sales/Marketing Support

- Track open case inventory and pipeline
- Network with wholesalers to enhance knowledge of all products and carrier resources
- Stay current on all software packages and resources available for both life insurance and investments
- Assist the advisor with client management/consultation
- Prepare all analytical inforce illustrations

Technology / Infrastructure

- Review all current technology for efficiencies, quality, and productivity
- Maintain computer hardware and software infrastructure and determine most efficient platform
- Maximize productivity through proficient use of software applications and evaluate software that might be necessary for higher productivity
- Analyze and organize office operations and procedures such as bookkeeping, payroll, information management, filing systems, requisition of supplies, and all clerical services
- Become familiar with all the resources that are being provided or made available through Scott Jones Financial Broker Dealer, Valmark Financial Group
- Oversee the implementation of all new business (insurance and investments)

Core Competencies

- Must be comfortable and courageous on the telephone
- Excellent written and verbal communication skills
- High degree of flexibility to deal with a variety of situations
- Ability to handle multiple tasks at the same time
- Working knowledge of financial services and life insurance industry, to include life insurance policy theory, usage, structure, and mechanics
- Extreme attention to detail
- Strong technology and computer skills, including SmartOffice
- Proficiency in the use of Excel, Power Point and Word and the ability to learn quickly the software applications used in the financial services industry
- Ability to apply fundamental mathematics, statistics, and accounting in the analysis and development of plan designs
- Client service skills
- Ability to solve problems independently
- Great attitude

Required Education and Experience

- Bachelor's Degree in business, finance, accounting, or related field
- Three or more years' experience in financial services
- Ongoing education through industry programs such as CFP, CLU, CEBS, CExP, or equivalent
- Experience working in a client services/sales environment
- Life, Accident, and Health licensed
- Series 6 and 63 licensed