



Associate Wealth Advisor

Job Description

Reports To: Principal

Type of Position

Full-time

Part-time

Contractor

Intern

Hours: 40 / Week

Exempt

Non-exempt

Work Location

In Office

(with negotiated flexibility after one year)

Virtual

Hybrid ___ % On-site

___ % Virtual

A career with Mangham-Scott Wealth Management (MSWM) is an investment in your future. The Associate Wealth Advisor (AWA) is expected to form long-lasting and mutually beneficial relationships with clients, team members, vendors, and the community. The AWA is an integral part of MSWM's growth strategy. The AWA serves existing MSWM clients and generates new clients from networking, referral sources and relationship-building activities. All current and future clients are clients of Mangham-Scott Wealth Management.

EDUCATION REQUIREMENTS

Required:

- Bachelor's degree in a related field, such as finance, accounting, economics or business administration
- Competent with word processing, spreadsheet, database, and financial planning software, i.e. MoneyGuide Pro, Client Relationship Management, Microsoft Office, Google Products
- Licensure - FINRA Series 6, 63, 65, Life Insurance

Preferred:

- Master's degree in a related field, such as finance or business administration
- Certified Financial Planner (CFP), Chartered Financial Consultant (ChFC), Accredited Financial Counselor (AFC), or industry equivalents (required within the first three years of employment)
- Additional certifications, e.g. RICP, AIF, CFS etc. as part of continuing professional development

WORK EXPERIENCE REQUIREMENTS

- 3 years of investment advisory experience
- 3 years of sales experience

DUTIES AND RESPONSIBILITIES

CLIENT EXPECTATIONS

- Conducts periodic account reviews, as assigned.
- Provides positive and professional service to the assigned client base.
- Engages in professional communications via phone calls, text messages, emails, and meetings, focusing on timeliness, follow-up and concierge service.
- Develops, updates and presents financial plans, as assigned, documenting client goals and wealth roadmap.
- Meets with client to determine financial objectives, risk tolerance, income, expenses, assets and liabilities.
- Offers strategic advice on products and services, such as investments, portfolios, mutual funds and annuities.



- Performs market research to remain current with financial and economic trends.
- Supports the firm’s growth strategy by generating and developing new client relationships from networking activities, referral sources and relationship-building activities.
- Attends client meetings and completes follow-up activities, timely and accurately.
- Builds and maintains positive relationships with assigned client base, with a focus on trust, service, operations and increasing Assets Under Management (AUM) for the firm.
- Communicates MSWM, mission, vision, and values to existing, potential, and new clients.
- Builds and enhances the Mangham-Scott Wealth Management brand.
- Provides timely and positive client outreach throughout the year.
- Conducts client education to include monthly webinars.
- Documents client instructions accurately and timely.

ASSOCIATE WEALTH ADVISOR EXPECTATIONS

- Achieves Key Performance Indicators, as assigned.
- Assists and supports senior Wealth Advisor (WA) in financial planning and service for top tier clients.
- Attends all required training, operations and planning meetings, as assigned.
- Maintains continuing education requirements and strives for continuous professional development.
- Attends client events, as assigned.
- Attends events hosted by sponsored organizations, as assigned.
- Seeks out new networking and relationship-building opportunities.
- Maintains a thorough understanding of investments, insurance and current financial and economic environment.
- Maintains knowledge of industry compliance and regulatory requirements.
- Attends annual broker/dealer meeting, as assigned.
- Complies with all broker/dealer regulations and assignments.
- Completes 100% of broker/dealer compliance requirements and insurance continuing education requirements.

TEAM/OPERATIONS EXPECTATIONS

- Interacts collaboratively with the operations team on assigned planning and follow-up activities.
- Participates in weekly team meetings and case review meetings.
- Coordinates with administrative staff to identify and prepare the appropriate paperwork to execute various investments approved by each client.
- Works collaboratively with the financial planning team to enhance and complete financial plans.
- Utilizes platforms and resources (Redtail CRM, Gremlinders scheduling, MyRepChat texting, Advice Works, PinPoint, etc.) to the fullest extent possible.
- Assumes responsibility for successful completion of all other duties and tasks, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective sales, presentation and customer service skills
- Excellent communication skills, including writing, speaking and active listening
- Excellent organizational and time management skills, including attention to detail and follow-through
- Ability to handle multiple tasks
- Ability to assess clients’ needs
- Strong analytical thinking and problem-solving skills

<ul style="list-style-type: none"> • Ability to prioritize and operate with time-sensitive deadlines
PROFESSIONAL ATTRIBUTES
<ul style="list-style-type: none"> • Commitment to providing extraordinary, proactive concierge service • Strong interpersonal skills including the ability to work effectively with different personalities • A genuine interest in, and care for other people, and a desire to help • Commitment to the firm’s growth strategy and goals • Professional appearance: presentation, demeanor, and language • Enthusiasm, positive attitude, and confidence in professional aptitude • Flexibility and willingness to serve the needs of clients • A burning desire to succeed by seeking opportunities and exceeding expectations
BENEFITS
<ul style="list-style-type: none"> • Competitive Base Salary • Bonus Program • Health Insurance Allowance • Simple IRA • Two (2) Weeks Paid Vacation • Eleven (11) Paid Holidays • Professional Development and Networking opportunities at National Broker/Dealer Conference
<p>Approved By: Thomas N. Scott, Principal Date: August 20, 2024</p> <p>Resumes can be submitted to rscott@mangham-scott.com with Associate Wealth Advisor in the subject line</p>

About Mangham-Scott Wealth Management

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 Suite 615
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Mangham-Scott Wealth Management is an Atlanta-based wealth management firm built on trust and serves clients across 18 states. We are responsible for over \$80 Million in assets under management for individuals, families, and business owners. Our services include Wealth Management, Investments, Insurance, Retirement Planning, Estate & Legacy Planning, Education Planning and Tax Planning Strategies. **Our Mission** is to help our clients, **grow** wealth, **plan** for life events, **live** their retirement dreams and **leave** a financial legacy for generations and organization that matter. **Our Vision** is to build Generational Wealth. **Our Values**, which include Trust, Relationships, Excellence, Education and Service, drive how we do business every day.

Registered Representative offering securities and advisory services through Cetera Advisors LLC, Member FINRA/SIPC. Cetera is under separate ownership from any other named entity.