FINANCIAL FOUNDATIONS

Complicated Made Simple®

Job Title:
Associate Advisor

Position Type:
Full-Time

Work Location:
1 Research Drive, Suite 100B
Westborough, MA 01581

Company Overview:

Financial Foundations is an independent financial planning, wealth management, and consulting firm. We live by our motto: Complicated Made Simple®. We take this mantra seriously and strive to simplify our clients' lives by providing a variety of comprehensive services and tools. Financial Foundations values its relationship with Commonwealth Financial Network®, our premier broker/dealer.

Join our dynamic team of motivated individuals focused on exceptional service and growth. Embrace the culture of entrepreneurship and collaboration while attaining your personal career goals.

Job Overview:

Financial Foundations has developed a mentor program called the Ideal Practice®. This mentor program is comprised of two stages and may lead to either client-servicing or client-facing career paths. Candidates will initially focus on obtaining the necessary licenses, professional designations, and technical expertise (e.g., a comprehensive understanding of financial plans, client portfolios and securities analysis, tax preparation, 401k plan design, life insurance analysis, and long-term care insurance analysis).

Upon successful achievement of licenses, designations, and technical capabilities, candidates may pursue either a primarily client-servicing career path (working closely with a senior advisor as a service associate and helping to maintain an existing book of business) or a primarily client-facing career path (working with a senior member to develop and expand the book of business and ultimately to build their own client base).

Primary Responsibilities and Duties:

- Comply with all FINRA/SEC/Commonwealth Financial Network compliance regulations.
- Obtain necessary licenses and CFP® designation.
- Learn and master our holistic financial planning process, The Personal Foundation Builder®.
- Build and implement financial plans.
- Develop superior customer service skills to create a Trusted Advisor Relationship™.
- Gather information and prepare materials for client meetings
- Facilitate client cash flow requests, help respond to client communications, and proactively address complex client situations.
- Work closely with Senior Portfolio Strategist to assist with portfolio review, construction, and ongoing maintenance.
- Spearhead special projects and coordinate with Commonwealth Financial Network and outside product vendors.

Requirements/Qualifications:

- Bachelor's degree
- 3-5 years financial industry experience
- FINRA SIE, Series 7, and Series 66 (or 63 & 65) preferred; otherwise, expectation to obtain within one year of employment
- Life, Accident, & Health Insurance licenses preferred
- CFP® preferred

Our Benefits:
401(k), Health insurance, Dental insurance, Disability insurance, Flexible spending account, Life insurance, Paid time off, Competitive bonus pay