

FINANCIAL ADVISOR CAREER PATH SKILLS, DUTIES & REQUIREMENTS

	SFP	SFA Level 1	SFA Level 2	SFA Level 3	Associate Advisor	Advisor / Senior Advisor
<i>Education</i>	Bachelor’s Degree (preferably in Financial Planning, Business, Accounting, Finance, or related field)					
<i>Experience</i>	No experience required (prefer internship experience)	At least 1 year experience in the Financial Services industry	3+ years experience in the Financial Services industry OR 1 – 2 years in the Financial Planning field delivering advice and services to clients	4+ years experience in the Financial Planning field delivering advice and services to clients	Minimum 5 years experience in the Financial Planning field delivering advice and services to clients	
<i>CFP License</i>	Not required	Currently enrolled in CFP program or licensee	CFP licensee (and work experience requirements met)			
<i>Computer skills</i>	Strong computer skills, experienced and proficient in Excel and Word	+ experienced and proficient in Portfolio Center, Junxure (contact management software), and Worldox (indexing of scanned documents)				
<i>Financial Planning Projections (Naviplan)</i>	Not required	Basic understanding of Naviplan (or other FP software) and data entry process	Comfortable with data entry and reviewing and interpreting client report package		+ proficient reviewing and interpreting long-term projections and Monte Carlo analysis for client recommendations	+ advanced knowledge and expertise, ability to deliver advice and presentation to client
<i>Financial Planning Review of client financial documents (estate, retirement plans, insurance, etc.)</i>	Update IRA and Asset/Liability summary; begin Agenda	Review and summarize basic information from client documents	+ability to comprehend and summarize most information from client documents; develop agenda		+proficient with analyzing, interpreting, and summarizing client documents, and preparing client recommendations	+ advanced knowledge and expertise, ability to deliver financial planning advice and presentation to client