



Job/apprenticeship opportunity production guidelines

Future Financial Adviser is a digital community where young people can access career advice and learn about opportunities within the financial advice profession. We provide practical information on what a financial adviser does, what attributes you need to flourish in the role and how to get started, including entry level job and apprenticeship opportunities via our jobs' boards.

Job and apprenticeship opportunities can be posted on Future Financial Adviser free of charge by New Talent Alliance members. Networks wishing to offer this service to their network member, or affiliate firms, will need to become a partner of Future Financial Adviser.

To promote a job or apprenticeship opportunity please see the submission guidelines below

Company Logo: Dimensions for Profile pics should be 512 x 512 pixels

Job/apprenticeship description: (freeform no word limit - compulsory)

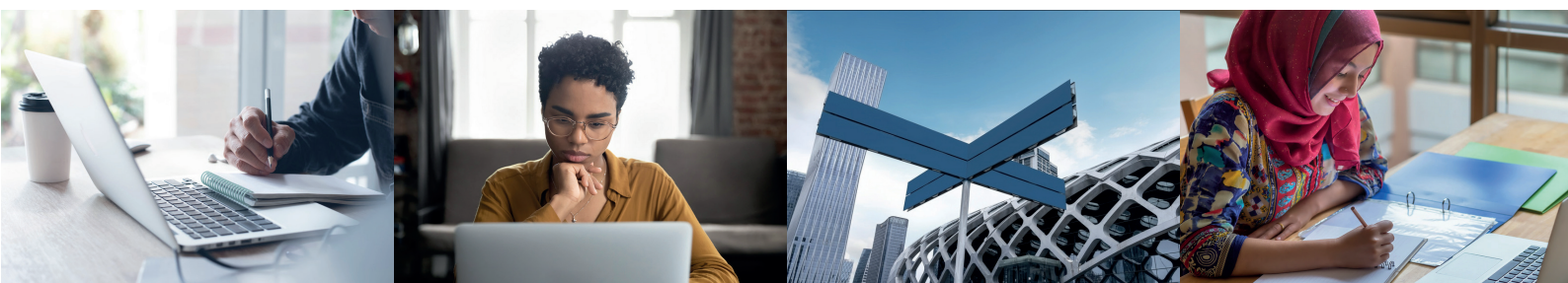
Job/apprenticeship description reference (if applicable): (freeform)

For internal use: (please select one compulsory)

- Administrative assistant
- Trainee financial adviser
- Trainee paraplanner
- Paraplanner
- Financial adviser
- Level 3 apprenticeship
- Level 4 apprenticeship
- Level 6 apprenticeship

Employment Term: (please select one - compulsory)

- Permanent – Full Time
- Permanent –Part Time
- Fixed term contract
- Other (freeform)





Job/apprenticeship opportunity production guidelines

Salary: (freeform - per annum/month/week/hour etc. - compulsory)

Base Location within region:
(freeform and include any hybrid working terms - compulsory)

For internal use: (please select one – compulsory)

London	Scotland & N. Ireland,
South East	North East
South West & Wales	East
Midlands	National/remote
North West	

Company Name or Recruiting Company:
(freeform no word limit - compulsory)

For internal use:

Member of a network: yes/no (please select one – compulsory)

If answered yes, which one? (freeform – compulsory)

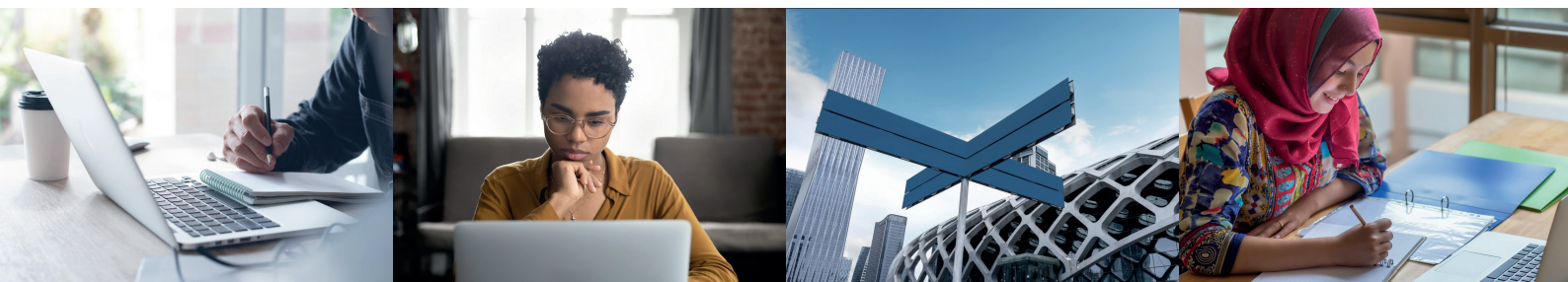
Self-employed: yes/no (please select one – compulsory)

Brief description of company: up to 150 words - compulsory

Purpose of the role: up to 150 words - compulsory

Key Responsibilities: up to 100 words - compulsory

Skills and attributes: up to 100 words - compulsory





Job/apprenticeship opportunity production guidelines

Recruiting company offerings:

Learning & Development: up to 150 words - optional

Diversity & Inclusion: up to 150 words - optional

Company Benefits: up to 100 words – optional

CV and covering letter application to:

(freeform email address to supply - compulsory)

Closing date for applications: (freeform **/**/** – compulsory)

PLEASE SEND ALL JOB POSTINGS TO: ffa.info@emap.com

Terms & Conditions

1. Job and apprenticeship opportunities can be posted on Future Financial Adviser by directly authorised advice firms - this service is currently provided free of charge to employers and applicants.
2. Networks wishing to offer this service to their network member, or affiliate firms, will need to become a partner of Future Financial Adviser.
3. Job opportunities are intended for entry level positions; financial administrators, paraplanners or level 4 financial advisers only.
4. Apprenticeship opportunities can encompass level 3, level 4 and level 6 apprenticeship pathways.
5. Job/apprenticeship opportunities received by Future Financial Adviser customer services before 12pm on any weekday will be posted by us within 48 hours.
6. Each job/apprenticeship will be posted for an initial period of 8 weeks.
7. Recruiting firms must inform Future Financial Adviser customer services within 24 hours if a job is filled or withdrawn.
8. Future Financial Adviser customer services will automatically withdraw jobs after 8 weeks unless the opportunity is renewed by the recruiter with us for an additional 8 weeks.
9. E-mail notification will be sent to recruiters prior to the removal of a job.
10. To post a job opportunity network member or affiliate firms should follow the instructions provided to them by their parent company.
11. Job opportunities will appear as posts in one of eight regional rooms featured on Future Financial Adviser, or within a Remote/national room, and apprenticeship opportunities will appear within the Find an apprenticeship room.
12. Visitors to Future Financial Adviser will be able to see posts in the rooms but will need to become a member of our community to read the posts and to apply for the job opportunities.
13. Community members will be able to Watch the rooms to receive notifications of new job opportunities for that region.
14. All job applications by members will be made directly to the recruiter.
15. Future Financial Adviser will not be involved in any part of the recruitment process and all candidate feedback must be provided by the recruiter.
16. Future Financial Adviser reserves the right to refuse to post any job/apprenticeship opportunity or remove any existing post without notice.