DEFINING WEALTH MANAGEMENT
Knowledge and Service Capabilities Required for Today’s Financial Advisory Practitioners and Wealth Management Teams

By Sean R. Walters, CAE®
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As the premier professional association for financial advisors and financial planners, Investments & Wealth Institute has commissioned a half-dozen studies during the past 10 years in partnership with third-party psychometric partners to assess trends in the delivery of wealth management services. In particular, the surveys have focused on the knowledge and skills necessary for wealth management firms to succeed in today’s environment.

For more than 35 years, the not-for-profit Investments & Wealth Institute has administered the foremost professional standards for financial advisors from all business models. By applying an internationally accredited best-practices approach to personnel certification, the Institute’s certifications represent peak professional standards for financial advisors and wealth management practitioners.

During the past 12 years Investments & Wealth Institute, along with partners that specialize in psychometrics—the science of measuring mental capacities and processes—has assessed the various jobs held by professional financial advisors through a series of job analysis studies. These studies define financial-advisor job responsibilities including the knowledge, skills, and abilities required to perform the jobs within wealth management practices, teams, and firms competently and ethically. This report summarizes those jobs and the relative knowledge and skills required.

This report serves as the only known psychometrically defensible study of the jobs required to perform wealth management services competently and ethically. As such, it purports to define wealth management and serve as a blueprint for sole-proprietor practitioners, teams, firms, and enterprises that aim to deliver competent, ethical wealth management services to the public.

All knowledge professionals are tied inextricably to their fields’ evolving bodies of knowledge. The evolution of professional bodies of knowledge occurs in many ways. The most common, and arguably the most effective, occurs when an intellectual discipline (such as finance) evolves through new technologies, processes, and applications (see Figure 1). Practitioners in the field experiment and compete—often with each other—and new best practices emerge and are shared.
through conferences, publications, communities, and professional associations such as Investments & Wealth Institute.

At regular intervals during this process, certification bodies play an essential role: to codify a body of knowledge and qualify practitioners through a certification process. This codification of the knowledge and skills required for contemporary professionals is best done through an extensive and thorough job analysis.

**JOB ANALYSIS STUDIES**

A job analysis (also called a practice analysis) is the process of studying a professional role to determine which activities and responsibilities the job should entail, its relative importance to other jobs, the qualifications necessary for performance of the job, and the conditions under which the work is performed.

Investments & Wealth Institute, its board of directors, and its certification commissions regularly monitor industry-wide risks and opportunities related to the delivery of wealth management services. The Institute partners with a variety of reputable third-party research firms to conduct ongoing surveys within the financial services industry and with the investors they serve to better understand industry trends and broaden public understanding of investment consulting and wealth management.

**JOB ANALYSIS PROCESS AND METHODOLOGY**

The research findings contained in this report complement a series of studies conducted by the Institute throughout the past three years:

**Investment Advisor Job Analysis Study (Investments & Wealth Institute 2018).** This study was conducted by Human Resources Research Organization™ (HumRRO) in partnership with Investments & Wealth Institute. More than 2,000 financial advisors, investment consultants, analysts, and financial planners responded to the survey. The study identified the challenges, opportunities, knowledge, skills, and abilities required for competent and ethical delivery of investment management analysis, advice and/or consulting.

**Private Wealth Advisor Job Analysis Study (Investments & Wealth Institute 2020).** This study was conducted by HumRRO in partnership with Investments & Wealth Institute. More than 300 financial advisors and analysts, private bankers, and financial planners responded. The study identified the challenges, opportunities, knowledge, skills, and abilities required for competent and ethical delivery of private wealth management advice.

**Retirement Management Advisor Job Analysis Study (2022).** This study was conducted by Professional Testing Services in partnership with the Investments & Wealth Institute. More than 300 financial advisors and financial planners responded to the survey. The study identified the challenges, opportunities, knowledge, skills, and abilities required for competent and ethical delivery of retirement management advice.

As a result of these three job analyses, Investments & Wealth Institute has effectively defined the knowledge and professional capabilities required of wealth management professionals, teams, and firms.

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and finalize certification requirements based on results. Each phase is facilitated by a psychometric partner to ensure validity and defensibility in setting standards. Volunteer subject-matter experts from the population being certified are identified for each job-analysis survey to ensure reliability and relevance. Finally, all volunteers are devoid of business or other relationships with the Institute or its education partners to ensure objectivity.

DEFINING WEALTH MANAGEMENT
Wealth management is a descriptive term that defines delivery of a broad set of financial advisory services to individual clients and families. These services typically are delivered through a holistic, multidisciplinary, team-based approach. These wealth management teams offer advisory services delivered by competent, ethical professionals.

The regulatory framework for financial advice is focused on product competencies. As a result, the advisory profession is an opaque gallery of professionals who are licensed to sell products (brokerage) or deliver advice (investment advisory). This product-oriented approach is necessary for licensure, but it misses the forest for the trees in the real world of wealth management firms and teams, which are populated by thousands of generalist and specialist advisors serving millions of clients, each with unique issues, challenges, and opportunities.

Voluntary certifications enable advisors to obtain and demonstrate the knowledge and skills necessary to perform different jobs within a wealth management firm. They also allow advisors to differentiate or even classify their unique expertise. For example, Certified Financial Planner™ (CFP®) certification is focused on qualifying financial planners in the financial planning process, loosely defined as the process of developing, delivering, and monitoring a financial plan. The process-oriented, financial planning core capability is necessary in nearly all client engagements. However, process competencies often fall short of providing comprehensive, team-based services that address the complex needs of various client types.

Given the findings from three distinct job analyses, wealth management professionals today must exhibit capabilities surrounding three distinct roles, jobs, or disciplines that comprise a wealth management team, practice, firm, or enterprise (see figure 2).

Portfolio construction for all clients. The Certified Investment Management Analyst® (CIMA®) certification is the foundation for almost all wealth management—institutional client, private client, or wealth level. Wealth management professionals must integrate a complex body of investment knowledge, ethically contributing to holistic, prudent investment decisions by providing objective advice and guidance to individual and institutional investors.

Comprehensive planning and wealth advice. The Certified Private Wealth Advisor® (CPWA®) certification demonstrates mastery of sophisticated competencies that are required to successfully compete to serve the needs of mass-affluent, high-net-worth, and ultra-high-net-worth clients. Wealth management professionals must apply financial planning foundational competencies within a technical, multidisciplinary process.

Retirement planning. The Retirement Management Advisor® (RMA®) certification demonstrates proficiency in retirement planning and managing the decumulation life stage, which is the biggest issue for today’s mass-affluent clients. Wealth management professionals must build custom retirement plans to mitigate clients’ risks and to master the retirement planning advisory process and lead individual clients through a process-based, holistic approach that helps clients plan for retirement and the process of decumulation.
WEALTH MANAGEMENT TEAM CORE COMPETENCY #1: INVESTMENT MANAGEMENT

Investment management, investment consulting, and investment advisory services are, for four years running, the most important service offering delivered by financial advisors, in the eyes of their clients.¹

A CIMA professional is a wealth management professional with at least three years’ experience who can integrate a complex body of investment knowledge, ethically contributing to prudent investment decisions by providing objective advice and guidance to individual and institutional investors.

Based on the 2018 Investment Advisor Job Analysis Study, today’s investment advisory professional is required to perform 49 skills, tasks, and capabilities and to exhibit knowledge of 92 topics organized within 22 sections and five knowledge domains (see figure 3).

CIMA CERTIFICATION REQUIREMENTS, AS OF FEBRUARY 2022

**Experience:** Candidates must have a minimum of three years’ applicable experience in financial services at the time of certification.

**Education:** Students must complete an executive education program at one of several registered education providers. These providers will be required to address relevant, country-specific tax and regulation topics as part of their registered executive education programs.

**Examination:** The CIMA certification examination will be administered as a five-hour, 140-question multiple-choice examination at an established testing center or via an approved online proctored exam provider.

**Ethics:** Candidates and certificants must agree to abide by the Institute’s Code of Professional Responsibility.

**Continuing competency:** Certificants must complete 40 hours of continuing education every two years, including two hours in ethics and at least one hour in the field of tax or regulation.

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**CIMA CERTIFICATION CORE TOPICS**

<table>
<thead>
<tr>
<th>Fundamentals (15% of exam)</th>
<th>Investments (20% of exam)</th>
<th>Portfolio Theory &amp; Behavioral Finance (20% of exam)</th>
<th>Risk &amp; Return (20% of exam)</th>
<th>Portfolio Construction &amp; Consulting Process (25% of exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics &amp; Methods</td>
<td>Vehicles</td>
<td>Portfolio Theories &amp; Models</td>
<td>Attributes of Risk</td>
<td>Ethics</td>
</tr>
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<td>Applied Finance &amp; Economics</td>
<td>Equity</td>
<td>Behavioral Finance Theory</td>
<td>Risk Measurements</td>
<td>Client Discovery</td>
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<tr>
<td>Global Capital Markets</td>
<td>Fixed Income</td>
<td>Investment Philosophies &amp; Styles</td>
<td>Performance Measurement &amp; Attribution</td>
<td>Investment Policy</td>
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<td></td>
<td>Alternative Investments</td>
<td>Tools &amp; Strategies</td>
<td></td>
<td>Portfolio Construction</td>
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<td></td>
<td>Options &amp; Futures</td>
<td></td>
<td></td>
<td>Manager Search &amp; Selection</td>
</tr>
<tr>
<td></td>
<td>Real Assets</td>
<td></td>
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<td>Portfolio Review &amp; Revisions</td>
</tr>
</tbody>
</table>

Source: Investments & Wealth Institute & HUMRRO CIMA Job Analysis (2018)

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**CIMA CERTIFICATION EDUCATION PROVIDERS, AS OF FEBRUARY 2022:**

- Yale School of Management Executive Education
- Wharton University of Pennsylvania
- Chicago Booth The University of Chicago
- Investment Management Research Program
WEALTH MANAGEMENT TEAM COMPETENCY #2: COMPREHENSIVE PLANNING AND WEALTH ADVICE

According to a 2020 Cerulli Associates study, the average client investable assets of an Institute-certified advisor is $2.8 million.² The same study indicated that the average investable assets of a CFP-certified advisor is $1.1 million.³ Although financial planning services may be offered to clients with a wider range of assets and wealth, the majority of advisory clients have amassed significant investable assets and financial wealth. As wealth is amassed, a different set of knowledge and skills is required to help with the more sophisticated needs of HNW and UHNW clients.

A CPWA professional is a wealth management professional with at least five years’ experience who holistically can assess and responsibly implement a multidisciplinary financial plan that takes into account the particular concerns of clients with a minimum net worth of $5 million. Based on the job analysis, today’s CPWA professional is required to perform 61 skills, tasks, and capabilities, and to exhibit proficiency in 117 topics organized within 11 sections and four knowledge domains (see figure 4).

**CPWA CERTIFICATION REQUIREMENTS**

**Experience:** Candidates must have a minimum of five years’ applicable experience in financial services at the time of certification.

**Education:** Students must complete an executive education program at one of several registered education providers.

**Examination:** The CPWA certification examination will be administered as a four-hour, 135-question multiple-choice examination at an established testing center or via an approved online proctored exam provider.

**Ethics:** Candidates and certificants must agree to abide by the Institute’s Code of Professional Responsibility.

**Continuing competency:** Certificants must complete 40 hours of continuing education every two years, including two hours in ethics and at least one hour in the field of tax or regulation.

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**Figure 4**

<table>
<thead>
<tr>
<th>Human Dynamics (13% of exam)</th>
<th>Wealth Management Technical Design (34% of exam)</th>
<th>Legacy Planning (23% of exam)</th>
<th>Planning For High-Net-Worth Clients (30% of exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics</td>
<td>Tax Planning</td>
<td>Charitable Giving &amp; Endowments</td>
<td>Planning For Executives</td>
</tr>
<tr>
<td>Behavioral Finance</td>
<td>Portfolio Management</td>
<td>Estate Issues &amp; Wealth Transfer</td>
<td>Planning For Closely Held Business Owners</td>
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<tr>
<td>Family Dynamics</td>
<td>Risk Management &amp; Asset Protection</td>
<td></td>
<td>Retirement Management</td>
</tr>
</tbody>
</table>

Source: Investments & Wealth Institute & HUMRRO CPWA Job Analysis (2020)
WEALTH MANAGEMENT TEAM
COMPETENCY #3: RETIREMENT MANAGEMENT ADVICE
Many are aware of the statistic that shows nearly 10,000 baby boomers are retiring each day. More than 85 percent of wealth management teams deliver retirement-income planning to clients, second only to asset allocation services. Three out of four advisory clients agree it is “very important for their advisor to help them maximize their income for retirement.”

An RMA professional is a retirement planning professional with at least three years’ experience who leads individual clients through a process-based, holistic approach to help clients plan for retirement and the process of decumulation. Based on the job analysis, today’s RMA professional is required to exhibit knowledge in 65 topics organized within 11 sections and three knowledge domains (see figure 5).

RMA CERTIFICATION
REQUIREMENTS
Experience: Candidates must have a minimum of three years’ applicable experience in financial services at the time of certification.

Education: Students must complete an executive education program with a registered education provider.

Examination: The RMA certification examination will be administered as a three-hour, 100-question multiple-choice examination with an approved online proctored exam provider or in person in a facilitated, proctored testing environment.

Ethics: Candidates and certificants must agree to abide by the Institute’s Code of Professional Responsibility.

Continuing competency: Certificants must complete 40 hours of continuing education every two years, including two hours in ethics and at least one hour in the field of tax or regulation.

Succeeding as an advisor today means demonstrating value that clients receive for their money and for having an advisory relationship. The Investments & Wealth Institute’s professional designations and educational programs help advisors deliver that value every day.

Sean R. Walters, CAE®, is chief executive officer of Investments & Wealth Institute. Contact him at swalters@i-w.org.

ENDNOTES
1. Based on investor research conducted during 2018 to 2021 by Absolute Engagement in collaboration with Investments & Wealth Institute.
3. See endnote 2.
4. See endnote 1.

REFERENCES


Investments & Wealth Institute is a professional association, advanced education provider, and standards body for financial advisors, investment consultants, and wealth managers who embrace excellence and ethics. Through our events, continuing education courses, and acclaimed certifications—Certified Investment Management Analyst® (CIMA®), Certified Private Wealth Advisor® (CPWA®), and Retirement Management Advisor® (RMA®)—we deliver rigorous, highly practical education to more than 30,000 advisory professionals in 40 countries. Learn more at www.investmentsandwealth.org.

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![RMA CERTIFICATION CORE TOPICS](image)

<table>
<thead>
<tr>
<th>The Retirement Opportunity</th>
<th>The Retirement Client</th>
<th>Retirement Planning Technical Design</th>
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<tbody>
<tr>
<td>(18% of exam)</td>
<td>(41% of exam)</td>
<td>(41% of exam)</td>
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<tr>
<td>The Retirement Landscape</td>
<td>Client Discovery &amp; Analysis</td>
<td>Retirement Portfolio Allocation</td>
</tr>
<tr>
<td>Retirement Mindset &amp; Behavior</td>
<td>Assessing Retirement Readiness</td>
<td>Key Retirement Planning Decisions</td>
</tr>
<tr>
<td>The Ethical Advisor</td>
<td>Retirement Risk Management</td>
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<td></td>
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<td>Life In Transition</td>
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<td></td>
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<td>Retirement Policy Statement</td>
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</tbody>
</table>

Source: Investments & Wealth Institute and Professional Testing Services, RMA Job Task Analysis (2022)