

## **Pension Administrator – Benefits Team**

Administrators provide an important role in the administrations of SIPPs and SSASs, supporting Account Managers and Senior Management. There are a range of important tasks in the operation of SIPPs and SSASs which Administrators can handle.

The ideal candidate would have a prior proven experience of working within an office environment and dealing with general daily administration and working to deadlines. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

The Position and Duties will include;

- Providing support for the account managers and senior management.
- Producing calculations for retirement benefits and pension reviews.
- Assist with the payroll for clients.
- Preparation of client letters.
- Support with the production of client annual packs.
- Answering telephone calls.
- Scanning and filing of documents as necessary
- Creating payments for clients.

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels.

This is a full time vacancy. Office hours are 9.00am - 5.30m Monday to Thursday, 9.00am - 5.00pm Friday. The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol, BS1

Start date: Immediately

Duration: Permanent

Person specification: A full Job Description is available on request.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – [hr@curtisbanks.co.uk](mailto:hr@curtisbanks.co.uk).