

## JOB SUMMARY - CASH MANAGEMENT ADMINISTRATOR

Curtis Banks are looking for a Cash Management Administrator to join our Cash Management Department within our Bristol office to provide a professional and effective administration service for the Company.

Administrators provide an important role in the Cash Management team, supporting the whole business, including Operational Teams, Account Managers, Senior Management and the Dundee office. There are a range of important tasks in the operation of SIPPs which Administrators can handle which include the identification of receipts, the management of direct debits, the identification and processing of contributions and RAS claims and contact with 3rd parties, advisers and clients.

The Position and Duties will include;

- Submitting of bank transactions to the company's administration system (SIPP Pro), ensuring this is processed within a timely manner.
- The creation of parent and child tasks within the Task Management System
- The identification and processing of unassigned items; including 3rd party, adviser or client contact
- The identification and processing of pension scheme contributions.
- Direct debit set up
- Cash sweeps
- Processing RAS claims - monthly and annual returns as required
- Where relevant and appropriate, informing Account Managers and any other internal stakeholders of specific matters or issues
- Ensuring that internal deadlines are met, escalating to Senior Administrator or Team Leader any issues
- Providing support to the Disbursements Team as required

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 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 - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol BS1 6DZ

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 - [recruit@curtisbanks.co.uk](mailto:recruit@curtisbanks.co.uk)