

Administrator - Treasury

Administrators provide an important role in the Treasury team, supporting the whole business, including Account Managers, Senior Management and both the Dundee and Market Harborough offices. 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 and the reconciliation of bank accounts.

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;

- Operating client banking arrangements in order to comply with Financial Services Authority and HMRC regulations. To include client bank account opening within current systems and with external Financial Institutions, preparing electronic remittances and daily banking reconciliations.
- Providing support for the administration of the Pension Scheme client base.
- Ensuring that all receipts are matched in a timely manner.
- Direct debit reconciliation.
- Daily payment authorization management.
- Completing HMRC monthly and annual returns as required.
- Production of daily reports for the business.

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.