

## Compliance Administrator

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

Administrators provide an important role in the Compliance Team supporting the whole business, including Account Managers, Senior Management and the Dundee office. There are a range of important tasks which Administrators can undertake to assist the Compliance Team.

The position and duties will include;

- General administrative support to the Compliance Team
- Answering telephone calls
- Management of the Compliance mail box
- Diary management on behalf of the team
- Maintaining accurate records
- Assistance in preparation of management information
- Checking and signing off new SIPP applications
- Vetting and approving new Terms of Business applications
- Ongoing maintenance of financial adviser database
- Logging and completing FSCS and DSAR requests
- Administration support to the Chief Risk Officer

Person Specification:

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with both internal and regulatory service levels. Full training on internal and company processes will be provided. Candidates must be computer literate.

A full job description is available on request.

This is a full time vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Duration: Fixed term, six months.

Location: Bristol

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)