

JOB SUMMARY - INVESTMENTS ADMINISTRATOR

We are looking to recruit an investments administrator to carry out administrative duties to ensure a timely and responsive service during the acquisition and disposal of a wide range of permitted investments together with on-going administration and maintenance of investments records.

The candidate would be expected to be computer literate and fully conversant with the Microsoft packages. Experience of working within financial services administration, preferably within a pensions, investments or client services environment, is desirable but not essential. 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:

- Handling day-to-day and ongoing administration of a wide range of permitted investments held both directly and externally via investment managers and custodians
- Processing investment instructions to a high standard and level of accuracy, while meeting client deadlines and our service level agreements
- Being able to effectively manage internal and external relationships
- Informing clients, financial intermediaries and internal operations of specific matters and regulations affecting their investments held within a self-investment personal pension scheme ('SIPP')
- Day-to-day tasks will include, but are not limited to:
 - New investment applications
 - Asset trading and switches
 - Monetary transfers
 - Asset transfers and re-registration
 - Obtaining and updating investment valuations
 - Investment data processing and maintenance
 - Asset reconciliation
 - HMRC income tax reclaims
 - Internal and external reporting

This is a fast paced role which requires a high attention to detail. The applicants must possess a high degree of interpersonal and communication skills, and be able to prioritise and effectively manage workloads on a daily basis in accordance with the Company's internal and external service levels.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

Start date: Immediately

Duration: Permanent

Location: Bristol, 3 Temple Quay BS1 6DZ

Persons 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