

## MI & Reporting Assistant

Curtis Banks are looking for a MI & Reporting Assistant to join our Operations Department within our Bristol office to provide a comprehensive and cost effective business support service for business operations.

As a MI & Reporting Assistant you will be responsible for the timely completion of both regulatory & non regulatory reporting and MI production, harmonisation and consolidation of reporting procedures across the organisation. You will be expected to provide the periodic production of management information and the dissemination of information across the Company.

The position and duties will include;

- To ensure all required regulatory & non-regulatory reporting is completed in an accurate and timely manner
- To ensure all required management information is produced in an accurate and timely manner
- To identify and assist with the implementation of developments to existing procedures
- To participate in company projects, to ensure effective delivery
- To liaise with the Training Department to ensure any required staff training is provided
- To fulfil any other reasonable requirement of the department or Curtis Banks
- Proactively identifies risk within the business and escalates concerns to COO
- Prioritisation of workload on a daily basis
- Ensuring any regular tasks are anticipated and processed at the required times
- Maintaining a tidy working environment and being aware of individual workload at all times

Person Specification:

The candidate must demonstrate a good working knowledge of self administered pension schemes and demonstrate a good understanding of the key administration and support software that is central to the role within the business. A working knowledge of all office systems including SIPP and SSAS Pro, Knowledge Worker, Microsoft software and GBST Composer would be highly desirable and the candidate must be able to demonstrate numerical skills and accuracy in all work aspects.

The candidate should have good interpersonal communication skills and should have the passion for excellence and willingness to drive a process of continual improvement.

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: Permanent

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 – [HR@curtisbanks.co.uk](mailto:HR@curtisbanks.co.uk)