

## JOB SUMMARY - PROPERTY TECHNICIAN

We are looking to recruit for a Property Technician to deal with commercial properties transactions for our SIPP arrangements. This would involve dealing with all technical aspects of the SIPP property investment from purchase, leasing and through to disposal.

The ideal candidate would have proven experience of working for a SSAS/SIPP provider in a similar role or alternatively have a background in commercial property law. 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, but not limited to:

- Initial due diligence on a proposed property investment. This is to determine whether the investment is an allowable SIPP investment, considering the legal position as well as HMRC requirements.
- Instructing solicitors on specific transactions, on behalf of our trustee company. This would typically be a new commercial property purchase, lease or sale.
- Dealing with general technical property enquiries from tenants, solicitors, IFAs, SIPP members and internally. Communications will be via email, letter or telephone.
- Reviewing draft legal documentation, reports on title, search results etc which are produced by the solicitor acting for the SIPP trustee.
- Reviewing property valuation reports and commenting as necessary, to ensure they are suitable to satisfy HMRC requirements.
- Maintaining records on the company's database and document management systems.
- Building good relationships with internal departments and stakeholders.
- Understanding and identifying areas of potential risk.

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.

Start date: Immediately

Duration: Permanent.

Salary: Negotiable dependant on experience.

Location: Bristol, Temple Quay

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)