

JOB SUMMARY - ESIPP ADMINISTRATOR

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

As an eSIPP Administrator you will provide an essential role in the administration of our SIPP's. You will be responsible for managing and processing all aspects of the eSIPP, deal directly with clients and advisers and represent the company in these relationships. You will be expected to hold a good knowledge and understanding of the SIPP lifecycle with the support of head office functions such as technical and compliance.

The position and duties will include;

- To possess a good working knowledge of the eSIPP products, the fee structure, key features and terms and conditions.
- Receiving instructions and ensuring that any task activity is accurately completed to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Building and maintaining good relationships with clients and advisers.
- Where relevant and appropriate, informing clients and financial intermediaries of specific matters or issues affecting their schemes, especially actual or potential problems.
- Ensuring that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.
- To fulfil any other reasonable requirement of the department or Curtis Banks Plc.
- Proactively identifies risk within the department and escalates concerns to Team Leader

Person Specification:

The candidate must be able to demonstrate data entry experience and have the ability to identity data; pension experience is desirable but not essential as training will be provided. They should have the passion for excellence and willingness to drive a process of continual improvement.

The candidate must also demonstrate good interpersonal communication skills and working knowledge of industry standard software e.g. Microsoft word, excel, outlook etc. The position requires a good standard of literacy and numeracy and excellent attention to detail.

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 - recruit@curtisbanks.co.uk