

Experienced SIPP Support Team Manager

THIS POST IS OPEN TO CURTIS BANKS PLC EMPLOYEES AND EXTERNAL APPLICANTS

A central Bristol based financial services organisation is looking to recruit an experienced candidate to manage an administrative support team within its Self-Invested Pensions department. The ideal candidate would have a prior proven experience of leading administration teams, preferably experience gained within the Pensions Industry.

The Position and Duties will include managing members of the team in order to bring about successful outcomes for the team members within company objectives, ensuring that internally defined deadlines, key performance indicators and service standards are met by the team. Effective communications will be maintained within the team and with other departments such as Business Development, SIPP Operations and Banking to ensure operational effectiveness.

The applicant must be able to effectively manage internal and external relations, together with exchanging routine and non-routine information clearly so that the recipients can understand and act upon it as required. He or she must possess high degree of interpersonal skills and be able to prioritise workloads on a daily basis.

This is a full time vacancy. Office hours are 9.00am - 5.30m Monday to Thursday, 9.00am - 5.00pm Friday. The vacancy will be based on the 15th Floor of Colston Tower. The offices are currently only accessible via a staircase from the 14th Floor.

Start date: Immediately

Duration: Permanent.

Salary: Negotiable dependent on experience.

Closing Date: 27 January 2012

Person specification: Full training on internal and company processes will be provided. Prior experience of leading administration teams desired. Good technical knowledge and experience of pension scheme administration is an advantage. Appropriate professional qualifications are desirable. Commercial awareness and the ability to use own initiative without supervision. NVQ at Level 2 in Team Leading and levels 3, 4 and 5 in Management are also desirable or the willingness to work towards these qualifications.

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.