

HR FORMS

JOB DESCRIPTION

2019



Job title:	Cash Management Administrator	Version date:	1.0
Business area:	Cash Management/New Business	Job family:	Customer Services
Reporting to:	Cash Management Team Leader	Approved role?	Y
Job holder:	N/A	Code staff?	N/A

Purpose

- Administrators provide an important role in the Cash Management team, supporting the whole business, including Operational Teams, Account Managers, Senior Management and the Dundee office.
- There are a range of important tasks in the operation of SIPPs which Administrators can handle which include the identification of receipts, the management of direct debits, the identification and processing of contributions and RAS claims and contact with 3rd parties, advisers and clients.

Principal accountabilities:

- The submission of matched receipts to SIPP Pro, ensuring all receipts are matched in a timely manner
- The creation of parent and child tasks within the Task Management System
- Issuing transaction notifications where required
- The identification and processing of unassigned items; including 3rd party, adviser or client contact
- Ensuring that all items on the “Health Check” reports are fully cleared down on a daily basis
- The identification and processing of pension scheme contributions.
- Dealing with contribution refunds
- Direct debit set up
- Monitoring High Balances where investment instructions are in place
- Monitoring schemes with low balances for fees and minimum cash holdings for the product
- Cash sweeps
- Processing RAS claims - monthly and annual returns as required
- Building good relationships with internal departments and stakeholders
- Where relevant and appropriate, informing Account Managers and any other internal stakeholders of specific matters or issues.
- Ensuring that internal deadlines are met, escalating to Senior Administrator or Team Leader any issues

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- Proactively identifies risk within the department and escalates concerns to Team Leader.
- To fulfil any other reasonable requirement of the department or Curtis Banks

Qualifications

- N/A

Knowledge

- Demonstrates a full operating knowledge of the key administration and support software that is central to the role within the business. Able to cross train new starters to our internal procedures and methods.
- Demonstrates knowledge of our commercial market place and where the Company sits within it.

Skills and Experience

- A sound and proven experience within pensions administration.
- Fully understands the data conformance needs of each system and where key data is mastered.
- Able to demonstrate exceptional information security control.
- Able to demonstrate the ability to identify data anomalies and issues and correct them at source or seek guidance as appropriate.

Declaration

It is a requirement of Curtis Banks that its employees are aware of and conform to legal requirements in all activities, both internal and external. Implicit in this is that all managers and staff not only conform to the appropriate standards in terms of Health and Safety, but also work to the highest standards of business ethics.

- I acknowledge that I have read and understood the above Job Description.

Signature & Agreement:			
Employee signature:		Date:	
Manager signature:		Date:	