

# NEW BUSINESS ADMINISTRATOR BRISTOL

2019



## The Role

At Curtis Banks, we believe that a business can only be as successful as the people who work for it. Our commitment to encourage employees to take responsibility for their career, encouraging them and offering opportunities for advancement, is an integral part of our business strategy.

- Administrators provide an important role in the administration of our SIPP's, supporting all areas of the business.
- There are a range of important tasks in the operation of SIPP's which Administrators can handle, which include the ongoing and day to day administration of new business applications and transfers in.
- New Business Administrators generally focus on one of the two primary areas of New Business; Transfers In or New SIPP Applications and general servicing. This enables the administrator to develop skills and expertise on specific processes.
- All New Business Administrators should ultimately aspire to be able to carry out tasks in both areas of the team.

## You will

- Process client instructions accurately and to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Build good relationships with clients and business introducers.
- Where relevant and appropriate, inform Account Managers, clients and financial intermediaries of specific matters or issues affecting their schemes and benefits relevant to each scheme especially actual or potential problems.
- Ensure that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.
- Fulfil any other reasonable requirement of the department or Curtis Banks Ltd
- Proactively identify risk within the department and escalates concerns to Team Leader.

## Skills and Experience

- A sound and proven experience within the field of Pension 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.

# CONTINUED

**Working for Curtis Banks has never been so rewarding...**

- Everyone receives a generous salary, 26 days holidays and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...