

TREASURY ADMINISTRATOR

BRISTOL

2020



The Role

We are a leading provider and administrator of self-invested personal pensions (SIPPs), part of the Curtis Banks Group, based at Temple Quay, Bristol just a 5 minute walk from the railway station. Our employees are a mix of all ages and there is a vibrant, fun culture that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit [Curtisbanks.co.uk](https://www.curtisbanks.co.uk) or find us on LinkedIn and Facebook.

Administrators provide an important role in the Treasury team, supporting the whole business, including Key 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 and the reconciliation of bank accounts.

You will

- Reconcile bank accounts
- Ensure incoming monies are allocated correctly
- Set-up, amend and process Direct Debits
- Process Daily Payments
- Process international payment and FX trading
- Open of new accounts
- Bank cheques
- Build and maintain good relationships with internal departments and stakeholders
- Where relevant and appropriate, inform internal individuals or teams of specific matters or issues
- Ensure that internal deadlines are met, escalating to Senior Administrator any issues
- Complete tax relief on contributions
- Proactively identify risk within the department and escalates concerns to Team Leader
- Fulfil any other reasonable requirement of the department or Curtis Banks

Skills and Experience

- A sound and proven experience within pensions administration, Treasury and banking.
- 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.
- Fully understands the data conformance needs of each system and where key data is mastered. Ability to demonstrate exceptional information security control.

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- Ability to demonstrate the ability to identify data anomalies and issues and correct them at source or seek guidance as appropriate.
- Demonstrates knowledge of our commercial market place and where the Company sits within it.

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

- Everyone receives a generous salary and 26 days.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...