

# DATA CLEANSE ADMINISTRATOR (6 MONTH FTC) 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 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.

As a successful growing company, we are looking to recruit quality candidates into the Administration team in Bristol.

## You will

- Deal with pension scheme members
- Explain complex terminology in a plain-speaking manner
- Keep up to date with the ever-changing world of pensions
- Calculate complex pension calculations
- Deal with a variety of third parties

## Skills and Experience

- Good mathematical skills
- Exceptional attention to detail
- Great organisational skills
- The ability to communicate with pension scheme members and corporate clients
- Good written and verbal communication skills,
- The ability to work both within a team and is also effective at working independently
- The ability to demonstrate a desire to progress in their career

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

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