

SENIOR SSAS ADMINISTRATOR

BRISTOL

2021

The Role

We are a leading provider and administrator of self-invested personal pensions (SIPPs), part of Curtis Banks Ltd, 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 a key role in the administration of our SSAS's and there are a wide range of tasks which they can handle - e.g. new applications, SSAS take-overs, transfers in & out, asset purchases & sales, standard investments, employer related loans, commercial properties, calculating & processing benefits and handling technical queries.

A Senior SSAS Administrator needs to be highly organised & be capable of operating proactively with minimal supervision, with much greater levels of competency, technical skill and with the highest levels of accuracy. It is also important that a Senior SSAS Administrator demonstrate enhanced levels of behaviours which are appropriate to the role.

You will

- Have excellent working knowledge of how SSAS's operate; the pooled asset structure, our fees and our literature.
- Process client & adviser instructions proactively and accurately in accordance with the standards which are set by the firm, whilst at all times maintaining confidentiality and demonstrating discretion.
- Provide input on technical issues & attending clients meetings where required.
- Build & develop good working relationships with our clients and business introducers.
- Where relevant and appropriate, inform clients & advisers of specific matters or issues which may impact upon their pension schemes - i.e. both actual & potential problems.
- Ensure that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements with HMRC, TPR and ICO are met.
- Proactively identify risk within the SSAS Team and to escalate all concerns promptly to the Department Manager.
- Demonstrate problem solving abilities to clients, advisers & colleagues.
- Provide assistance when required to the Department Manager for the checking of other team member's work in accordance with pre-agreed checking responsibilities, to assist with delivering 1-to-1 coaching/training to colleagues and to produce our SSAS Process Guides.
- Fulfil any other reasonable requirement of the SSAS Team of Curtis Banks

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Skills and Experience

- A sound and proven experience within the field of self-administered pensions administration or dealings.
- A full operating knowledge of the key administration and support software which is central to the role within the business.
- Ability to cross train colleagues in accordance with our internal procedures & processes.
- Fully understand the data conformance needs of each system and where key data is mastered. To be able to demonstrate exceptional information security control.
- Demonstrate the ability to identify data anomalies & data issues and correct them at source or seek guidance, as appropriate.
- A good awareness 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, 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...