

JOB SUMMARY - SSAS ADMINISTRATOR

We are looking for an Administrator to join our Curtis Banks SSAS Department within our Bristol office to provide a professional, timely and effective administration service for the Company and to be a key point of contact for our clients and their appointed advisers.

As a SSAS Administrator, you will be required to carry out the ongoing and day-to-day administration of our growing book of SSAS pension schemes, processing new scheme applications, dealing with transfers in & out, asset purchases and disposals (including commercial property transactions, scheme borrowings and secured loans), processing benefit payments and handling technical queries.

The position and duties will include;

- Processing client & adviser instructions efficiently and accurately and to the service standards which are set by the Company whilst maintaining confidentiality & demonstrating discretion.
- Processing brand new applications, including initial registrations with HMRC, establishing the SSAS bank account and organising any initial transfers and/or employer contributions.
- Reconciling pension scheme bank account transactions and maintaining accurate records.
- Processing standard/quoted investments and non-standard investments - e.g. commercial property transactions and secured employer-related loans
- Handling payment requests such as property related expenses and adviser fees.
- Assisting in the submission of our quarterly VAT returns to HMRC.
- Dealing with a number of different housekeeping tasks within the Team as directed by senior colleagues to ensure processes are followed accurately and efficiently.
- Adhering to our company's requirements & processes with regards to fraud prevention, anti-money laundering, telephone verification of identity checks & the security of client data.
- Processing new benefit requests (Flexi-access) and pension reviews (Capped Drawdown)
- Handling registrations and scheme maintenance with the Information Commissioner's Office and with The Pensions Regulator.
- Completing annual Pension Scheme Returns and Self-Assessment Tax Returns to HMRC.

Person Specification: The candidate must be able to demonstrate experience in the financial services industry, a general level of knowledge and understanding of SSAS is desirable but not essential. They should have the passion for excellence and willingness to drive a process of continual improvement. The candidate must also be able to support team members and other colleagues and maintain effective communication flow within the team.

A full job description is available on request.

This is a full time permanent vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Salary: Competitive

Location: Bristol

All candidates will be asked to confirm their eligibility to work in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: For internal applications please contact a member of the HR team for an Internal Application Form. A CV is not required, but you may attach it to your application if you wish.