

JOB SUMMARY - TREASURY ADMINISTRATOR

Administrators provide an important role in the Treasury team, supporting the whole business, including 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.

The ideal candidate would have a prior proven experience of working within an office environment and dealing with general daily administration and working to deadlines. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

The Position and Duties will include;

- Reconciliation of IFS, SSAS, SIPP Pro and bank accounts
- Ensuring all receipts are matched in a timely manner
- Direct Debit reconciliation
- Daily Payment authorisation management
- SIPP PRO bank account opening
- Building good relationships with internal departments and stakeholders
- Where relevant and appropriate, informing Account Managers and any other internal stakeholders of specific matters or issues.
- Ensuring that internal deadlines are met, escalating to Senior Administrator any issues
- HMRC monthly and annual returns as required
- Proactively identifies risk within the department and escalates concerns to Team Leader.
- To fulfil any other reasonable requirement of the department or Curtis Banks
- HMRC monthly and annual returns as required, eg RAS

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday. The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

Start date: Immediately

Duration: Permanent

Person specification: A full Job Description is available on request.

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: Please send your CV, along with a brief covering email to - recruit@curtisbanks.co.uk