

Administrator

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Company: Nelson Scott

Location: United Kingdom

Category: other-general

Job Description

Administrator

Salary: to £ 30000 p.a.

Location: South East England, South East England

Type: PERM

Ref: VR/04376

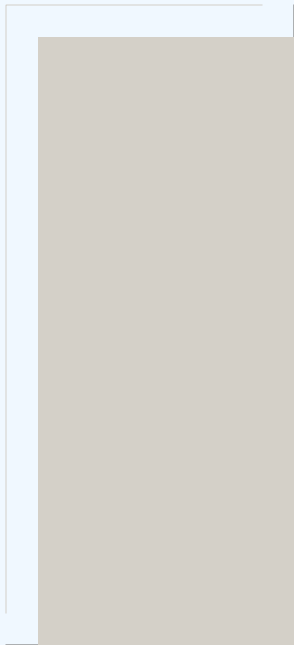
Financial Services Administrator

Due to increased business levels, we are currently looking for a Financial Services Administrator.

The candidate will work as part of a team processing applications on behalf of clients once the advisory team have completed the applications. This administration-based role will involve ensuring the applications are correct, submitting them to providers (usually electronically via platforms) and then ensuring they are followed through to completion. The position requires a methodical approach and attention to detail is essential.

Candidates with experience of working in an IFA are preferred, particularly those familiar with platforms and back-office software, but we will consider applicants with good administrative experience from other industries who are keen to study and learn.

This is a full time, office based employed role with the potential for an annual discretionary bonus, pension scheme membership (with a 5% employer contribution, increasing to 9% after 5 years service), Group Life cover (4 x earnings) and Group Income Protection cover. Salary is negotiable based on experience.



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