

Job description

Job title	Administrator - Underwriting Department
Location	Basingstoke
Salary	Circa £22k plus benefits
Work Pattern	Monday to Friday, 9am - 5.30pm
Job purpose summary	To support the underwriting team by providing effective and timely administration.

Key responsibilities and accountabilities

- Place daily trades, transfers and amendments
- Responsible for the setup, daily pricing and management of Investment products
- Report running, analysis and register maintenance
- Quality checking for operations team
- Distribution processing and corporate events
- Document Management and Scanning
- Processing of legal and AML documentation
- Complete complex queries and writing to clients when required
- Oversight of mailings
- Outbound calling when required
- Investment Operations projects and testing
- Overflow for call centre when required
- Assist other operational areas as and when required

Desirable skills, qualifications and experience

- Ability to work to a high degree of accuracy under pressure
- Able to prioritise own workload
- Confident speaker with excellent telephone manner
- Proficient user of MS Office (including Outlook)
- Resilient and inquisitive nature
- Ability to work independently
- Experience of working in a related consumer finance environment, or knowledge of the consumer credit sector would be an advantage
- Team player with a good sense of humour

What we have to offer

- Discretionary Bonus
- Life Insurance
- Contributory Pension Scheme
- Private Medical Cover
- Competitive Holiday Entitlement
- Childcare Vouchers, Season Ticket Loans, Eye Tests
- Recognition Schemes
- Social & Charity Events
- Informal Drss Code in our Basingstoke Office

Any questions, please email recruitment@castletrust.co.uk