

Perspective is a national financial planning and wealth management group which operates from 21 offices across the UK employing over 275 staff, including over 80 highly qualified Financial Planners. It provides impartial, specialist advice for individuals, corporates and trustees on pensions, retirement planning, inheritance tax planning, investments and group risk and business protection matters, often working closely with other professional advisers such as accountants and lawyers.

The group differentiates itself by having a strong and ethical client-centric culture, a robust compliance approach and a clear focus on developing its pipeline of trainee Financial Planner talent through its workplace based in-house Training Academy.

CBPE Capital LLP made a major investment in Perspective to support the Group's management team with their continued focus on providing high quality advice to their existing client base, growing organically and making selective acquisitions.

Perspective has gained a reputation as the 'acquirer of choice' for Financial Planners looking to retire and exit the industry and for larger Financial Planning firms looking to join an established and growing industry leading group.

Group Data Administrator (ref:161)

Location: Newcastle upon Tyne (NE13 6DS)

Hours: Monday - Friday 9.00am - 5.00pm (35 hours)

Salary: £19,000

Benefits: 25 days holiday (rising with length of service) plus Bank Holidays, Holiday Purchase Scheme, Life Assurance, Pension and Corporate Eyecare

Role Description:

We currently have a vacancy available for a Group Data Administrator to join our friendly team in Newcastle. The successful candidate will provide support and assistance to the Group Remuneration Manager and Senior Management Accountant in processing data, reconciling bank accounts and generating reporting information.

Specific Responsibilities:

The key duties of the role are listed below. Due to the nature of the business, the role may also include additional responsibilities considered reasonable: -

- Process daily statements reconciling bank accounts
- Responsible for daily input of receipts on excel spreadsheet ledgers
- Recording of bank receipts daily
- Calculate and invoice Adviser charges for the Group
- Complete month end reporting and analysis for the Group Remuneration Manager
- Produce reporting to complete figures for Sage
- Ensuring that security is maintained within the systems and authorisation levels
- Data entry
- Produce VAT reports
- Back office support
- Carrying out any other ad hoc duties or projects
- Comply with all company and industry guidelines, rules and regulations

Perspective's flexible and pragmatic approach means we can create mutually beneficial acquisition deal structures and completion timescales, while priding ourselves on delivering a client-centric, ethical approach focused on long term (often multi-generational) client relationships.

Privacy Policy

Perspective Financial Group Ltd ("us", "we") respects your right to privacy. Our Privacy Policy explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights. Our Privacy Policy is available on our website <https://www.pfgl.co.uk/privacy-policy/>

Experience & Key requirements:

The role requires a reliable individual who can manage and prioritise workloads under time sensitive deadlines

- Experience working in a Financial Services firm is advantageous
- Excellent knowledge of Excel
- Role holders will be motivated, friendly and professional at all times
- Outstanding communication skills at all levels
- Analytical and problem-solving skills
- Experience of working as part of a team and able to work remotely with colleagues often in virtual environments such as Microsoft Teams and Zoom
- Flexibility/ adaptability to cope with change

How to apply

Please send your CV and cover letter to recruitment@pfgl.co.uk quoting Group Data Administrator (ref: 161)

Any unsolicited CVs will be sent at the recruitment agency's own risk and will be interpreted as 'gifts' and we have no liability to you for any fee or otherwise. We reserve the right to engage with candidates directly having not, in any way, entered into your terms and conditions. By submitting an unsolicited CV to us, or to any member of our staff, you accept these terms as the default position

