

Pensions Administrator or Assistant Pensions Administrator

Reward

£20,000 - £26,000 depending on relevant industry experience

Location

Amersham

Role

Work for us and you will become part of a close-knit team that is skilled, experienced and passionate about delivering a high-quality service to clients.

This is an opportunity to develop your career in pensions administration. You will assist with the day-to-day administration of pension schemes, working as part of a team of more experienced administrators to deal with enquiries from pension scheme members and clients, financial advisers, employers and HMRC. The schemes that you work on will vary in size and include DB and DC schemes.

In this broad role, responsibilities will include answering queries by phone, letter and email, performing manual calculations of pension benefits, running automated calculations, arranging the payment of member benefits, assisting the team with project related work and developing knowledge of pensions and awareness of client requirements. As a Pensions Administrator you will also need to keep up to date with technical changes and mentor more junior members of staff.

Depending on your qualifications and experience, you will either be appointed at Assistant Pensions Administrator or Pensions Administrator level.

The Assistant Pensions Administrator role is ideal for a graduate who wants to start a career in the financial services sector. If you have pensions or financial services related experience already, that's great, but not essential. If you do, then the Pensions Administrator role would be more suited to you.

Either role combines customer service and mathematical calculation aspects so communication and numerical skills are essential. You will have the opportunity to study towards relevant pensions qualifications, which are recognised in the industry, and we provide a generous study package to support this. You will ideally have experience of Microsoft Office and have an enthusiastic and flexible approach to work.

We look after our people, so we offer flexible working hours, a performance-related bonus and a structured study and training plan. With Quantum, you'll be given the chance to further develop your skills and career.

Quantum Advisory is an equal opportunities employer.

What next?

If you are interested in this role, please send your CV and covering letter to recruitment@quantumadvisory.co.uk