

Senior Pensions Administrator

Reward

£dependent on qualifications and experience

Location

Amersham

Qualifications and Skills

We are looking for experienced candidates, with around five years' plus experience in a third-party administrator or an in-house pensions department, who have a strong technical understanding of DB and DC pension schemes.

You will have obtained professional pension administration qualifications and may be working towards further PMI or CII qualifications.

You will have excellent organisational skills, attention to detail and an aptitude for delivering over and above what is expected. You will also need to demonstrate exceptional communication skills and be a good team player.

Role

You will be part of the Administration team working with our growing client base and dealing with enquiries from scheme members, trustees, financial advisers, employers, and others. You will ensure Quantum continues to deliver a first-class administration service to our portfolio of clients as well as maintaining excellent levels of service for our scheme members.

Some of the main duties include carrying out and checking member calculations, scheme event administration, adhering to the required processes and procedures and completing tasks and actions within any service agreement requirements. You will also assist with a wide variety of complex administration issues, support consultants in the preparation of company/trustee meeting papers.

You will support the Team Leaders and Head of Administration by identifying and recommending staff training needs and carry out appropriate training as required and ensure all aspects of our pensions administration are compliant and meet HMRC and pension regulatory requirements. Additional duties include identifying areas for improvement and suggesting what changes may be appropriate and assisting the Team Leaders with pension administration workflow to ensure the efficient daily operation of pension administration.

What next?

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