

Senior Pensions Administrator

Reward

£28,000 - £37,500 per annum

Location

Amersham, with option to work from home part time

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 and support consultants in the preparation of company/trustee meeting papers.

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

We offer a friendly place to work with flexible working hours, 24 days holiday per year with holiday trading, volunteering leave, flexible benefits to suit your personal circumstances, DC pension scheme, and a discretionary annual bonus.

We offer career progression opportunities and offer you the opportunity to be involved in areas of interest to you, as well as supporting further additional study opportunities to support professional development.

Quantum Advisory is an equal opportunities employer and committed to diversity and inclusion.

What next?

If you are interested in applying for this role, please submit your application via our online portal [here](#).

If you have any queries, or would like to discuss the role informally, please contact recruitment@quantumadvisory.co.uk