

Pensions Administration Data Analyst

Reward

£23,000 - £28,000 depending on experience

Location

Cardiff, with the option to work from home part time

Role

Working within the financial services industry you will be managing the data that is pivotal to the successful running of pension schemes. As part of the data projects team you will be involved with the management and application of the administration database to assist all aspects of the business including:

- Onboarding new clients
- Formatting and loading bulk data sets to the administrative database
- Performing ongoing maintenance and quality testing on the data in line with statutory requirements
- Updating and maintaining automated calculation and documentation libraries ensuring seamless transition of relevant data from the administration database
- Producing both standard and ad hoc data extracts, reports, and statistics for use within data related projects throughout the business

Working with teams from across the business, in particular the actuarial and administration teams, you will be instrumental in the ongoing management of this database.

Qualifications and Skills

The ideal candidate will have a strong numerical background and be confident working with large data sets. You will have excellent excel skills and a knowledge of defined benefit pensions and SQL would be an advantage. You will enjoy working in a process driven environment where logical thinking and attention to detail are key skills.

The role would be suitable for someone looking to start a career with a focus on data quality and data management, or someone looking to develop their skills from a pension's administration background.

A full job description is available on request.

Why Quantum?

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

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. You will also be offered a structured study and training plan and will be given the chance to further develop your skills and career.

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 CV and covering letter to recruitment@gallp.co.uk

If you have any queries, please contact recruitment@gallp.co.uk