

Assistant Pensions Administrator

Reward

£23,000 + depending on relevant experience

Location

Cardiff, with flexible home working

The role

Come and join our fast-paced pensions administration team.

As a pensions administrator you will look after members of pension schemes across all aspects of their pension journey – when they join the scheme, retire and take their benefits, transfer to another pension scheme and answer all manner of queries.

A large part of the role involves calculating pension benefits and communicating with members, so you should be comfortable with numbers and excel spreadsheets, and talking on the phone. You will work as part of a team of more experienced administrators dealing with enquiries from our clients, financial advisers, employers and HMRC.

Other aspects of the role include:

- working alongside our payroll and finance team to ensure pension benefits are paid out on correctly and on time,
- arranging the release of invested funds to ensure benefits can be paid, and
- liaising with our client management teams.

You will develop a working knowledge of pensions and an awareness of client requirements. There are a range of professional qualifications to study for and study support and financial rewards are offered.

You

This is an ideal role for a recent university graduate or a school leaver who is looking to establish a career within a financial services organisation. Or you may have previous work experience and skills that you can bring to the role.

You will be willing to study for relevant pensions qualifications, and we will provide a generous study package to support this. As well as strong communication and numerical skills you will also:

- Have an enthusiastic and flexible approach to work,
- Be self-motivated in your professional and personal development
- Take ownership and responsibility for your own work
- Be able to follow instructions and procedures
- Have good IT skills and be proficient in Microsoft Word, Excel & Outlook.

Quantum Advisory

Quantum Advisory is an equal opportunities employer and we offer:

- A competitive salary and benefit package
- Flexible working hours, including some remote working
- Professional qualification study support.
- Salary awards or bonuses for exam passes.

- 24 days standard annual leave with a holiday purchase/sale scheme.
- Retail discounts on high street and online shopping.
- Pension scheme with employer matching contributions up to 5% of salary.
- Annual performance bonus.
- Flexible benefits platform.
- Volunteering leave.
- Cycle to work scheme.
- Seasonal parties and social events.

What next?

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

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