

Senior Technical Administrator

Reward

c£50k

Location

Amersham, with the option to work from home.
Full or part-time hours will be considered.

Role

Quantum Advisory is looking for a Senior Technical Administrator to join our growing administration team.

Using your broad knowledge and experience of DB pensions, you will be the technical specialist within the administration team, offering support, advice and training.

With an ability to interpret and understand the rules of each DB scheme we administer, you will ensure they are applied to all cases and will sign off the administrators' work. This includes checking manual calculations.

In addition, you will help out with projects in the team that require a technical knowledge.

Qualifications and Skills

A comprehensive technical knowledge of current and historical legislation impacting pension schemes (in particular trust based Defined Benefit arrangements) is essential.

We are looking for candidates with a strong attention to detail as checking and signing off calculations is key part of the role. You will also need to demonstrate exceptional communication skills and be a good team player, training junior members of staff when required.

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.

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 to recruitment@qallp.co.uk

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