

# Senior Pensions Administrator

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## Reward

£30,000 -£40,000 depending on relevant industry experience

## Location

Amersham, working from home on Monday and Friday

## Role

As an experienced pension administrator, you will join a team who work with our growing client base, 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.

In this broad role, responsibilities will include:

- carrying out and checking member calculations completed by junior members of the team;
- completing scheme event administration;
- adhering to the required processes and procedures and completing tasks within any service agreement requirements.
- ensuring all aspects of our pension administration are compliant and meet HMRC and pension regulatory requirements
- assisting with a wide variety of complex administration issues
- supporting consultants in the preparation of company/trustee meeting papers.
- providing training and guidance to team members as required

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, identifying areas for improvement.

## You

With previous experience within a pension administration role, you will be familiar with working on both DB and DC pension schemes. You will be able to complete both manual and automated calculations and be confident referring to scheme rules when required.

You will have ideally completed a relevant pension qualification such as the Certificate in Pension calculation.

## 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
- A performance-related bonus
- The opportunity to study towards relevant pensions qualifications, with generous study leave and exam pass bonuses
- One day's volunteering leave per year
- Health and wellbeing initiatives
- The chance to further develop your skills and career.

## What next?

If you are interested in applying for this role, please submit your cv to [recruitment@gallp.co.uk](mailto:recruitment@gallp.co.uk).

If you have any queries please contact [recruitment@gallp.co.uk](mailto:recruitment@gallp.co.uk).