

Pensions Administrator

Main Responsibilities:

As a Pensions Administrator you will be expected to provide pension administration to a high level to clients and introducers of Dentons. This is an essential role in the administration of the SIPP and SSAS pensions at Dentons. You will be responsible for managing and processing all aspects of the pension and work directly with introducers, such as Independent Financial Advisers, and clients. You will be part of a dedicated administration team reporting to an experienced Pension Consultant.

Skills required

You will need to be able to demonstrate the following skills:

- strong administrative skills, numerate and a good understanding of Microsoft packages
- data entry experience
- excellent customer service skills
- good interpersonal and communications skills, including a strong telephone manner
- high attention to detail
- ability to effectively manage workloads on a day to day basis
- experience in financial services preferred, but not required.

The job will entail the following:

- personal pensions administration
- receiving instructions from introducers, clients and other members of staff, and ensuring that any task is accurately completed and recorded
- building and maintaining good relationships with clients and advisers
- keeping clients and financial intermediaries updated on specific matters or issues affecting their schemes
- ensuring that client deadlines are met
- proactively identifying risk within the department and escalating concerns
- responsibility for ensuring clients are charged as appropriate for work carried out
- corresponding with HMRC and other regulatory bodies, as required
- other duties as required.

The package

- Salary: Subject to previous experience
- Monday to Friday, 9.00-5.30pm, 37.5 hours per week
- 25 days holiday plus bank holidays, contributory pension scheme, health care scheme, help with exams through time off for study and with exam costs and study material.
- Life cover of 4 x salary
- Either holding or willing to study towards and pass a minimum of Financial Services Regulation & Ethics (CF1) or Pension Administration (FA2) qualification within 18 months of joining.

Apply today!

To apply, please send a cover letter and a copy of your CV to us at careers@dentonspensions.co.uk. If you have any questions about the role, please do not hesitate to contact us at the above email address.



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