



# Senior Pensions Administrator

## Job Description

### **Who We're Looking For**

Support all areas of pensions administration, including processing administration events within SLA's, reporting and administration procedures, quality assurance, identifying areas of improvement and working with the Manager to support the administration team.

### **About Benchmark Capital**

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice<sup>1</sup>

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

<sup>1</sup>As at 31.03.21

### **The base**

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

### **What You'll Do**

- Ownership and accountability for performance and procedures of area
- Accurate administration of multiple pension schemes
- Provision of accurate, valid and complete information using data and functionality available
- Coach and train new members of staff
- Delegation of day to day activities of the Administration team (minor work allocation)
- Identify and report on efficiency, risk and control enhancements
- Understanding and ability to perform multiple processes across the administration function
- Proactively contribute and feedback in team meetings
- Cross-training for multiple functions / administration processes to support multiple areas of the business
- Liaise with internal and external suppliers for daily operational support

### **The Knowledge, Experience And Qualifications You Need**

- 5 GCSE's including maths and English language
- 2 A Levels or equivalent
- Level 2 CII Accreditation / bachelor's degree
- Minimum of Grade 3 Bright Square Pensions, Pensions Administration
- Accurate with excellent attention to detail
- Ability to work as part of a team and autonomously
- Proven track record of working accurately within defined processes
- Excellent communication skills both written and oral
- Confident user of Microsoft Outlook, Microsoft Word and Microsoft Excel

### **The Knowledge, Experience And Qualifications That Will Help**

- Good understanding of personal pensions
- Understanding of applicable HMRC, FCA and TPR regulations
- Proven analytical and problem-solving capabilities

### **What You'll Be Like**

- Self-starter, willing to learn and embrace change
- Positive attitude
- Excellent time management and ability to prioritise work
- Confident to review processes for improvements
- Ability to work in a structured manner in a challenging, fast paced environment

### **We're Looking For The Best, Whoever They Are**

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

**Important Information:** Issued by Benchmark Capital Limited, Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex, RH12 4QP. Registration in England No 09404621.