



## **Trainee Pensions Administrator**

A superb opportunity has arisen for a Trainee Pensions Administrator / Junior Pension Accounting Clerk within an Actuarial practice based in prestigious offices on Blythe Valley Business Park, Solihull.

Atkin & Co, a pensions administration and actuarial consultancy, are currently looking to recruit a new member to join their team of committed professionals who provide clients with the best possible administration service.

As a pension's administrator, you would handle the day-to-day administration of pension schemes for our clients. Your work would include:

- answering enquiries from scheme members, IFAs and employers by telephone, in writing or by e-mail
- updating membership records
- calculating pension and cash options for members due to retire
- preparing benefit statements
- arranging payment of pensions and lump sums
- keeping up to date with pension and tax laws
- general office duties, including filing and daily logging of post

As a Junior Pension Accounting Clerk, you would support the finance team in all aspects of monthly accounting and processing more than 30 client payrolls.

Full on-the-job training will be provided. You will be expected to study towards a relevant professional qualification and Atkin will provide reimbursement of study materials.

This is a unique role with the opportunity to work in all aspects of pensions before choosing your preferred career path. As we have a flat management structure you would be working with Actuaries and other senior members of staff from day one. We all work together as one team and believe in training our staff well so that they are able to take on responsibilities and deal directly with clients and members as early in their careers as possible.

Key skills for the role are:

- Excellent verbal and written communication skills
- Strong organizational skills
- Quick learner
- Keen and enthusiastic to take on a variety of roles
- Good attention to detail.

Candidates should have a GCSE (or equivalent) in Mathematics and English Language of Grade C or above.

Please apply by submitting your full CV and covering letter which should explain why you think you would be suitable for this role and what your salary expectations are.