

Job Title:	Administrator
Department:	Pensions Administration
Reporting To:	Manager, Pensions Administration
Last Date of Review:	14 th August 2020

Key Responsibilities

The duties of this role relate to the administration of local and international pension schemes and will include but are not limited to

- Maintenance of membership records
- Payment of pensions and other benefits/expenses using online banking systems
- Investment of pension scheme contributions
- Calculation of member's benefits
- Bank and other reconciliation
- Acquisition and liquidation of assets
- Liaison with clients, banks and investment managers
- Liaison with pension scheme members

Qualifications and Experience

- Experience as an administrator in a pension/fund/trust or banking business is preferred
- English and Maths at Grade C is essential
- Higher qualifications are desirable
- Working knowledge of Microsoft Office, specifically Word and Excel
- There will be the opportunity to study for a professional qualification if desired

Person Specification

The ideal candidate would be able to

- demonstrate good numeracy skills and provide evidence of accuracy
- demonstrate attention to detail in their work
- organize and prioritize their workload
- use and work to their own initiative as well as in a team
- meet deadlines and work under pressure
- work with minimum supervision on tasks assigned to them after an initial briefing of the task is given
- demonstrate excellent communication skills
- demonstrate client service skills

Equal opportunities statement

BWCI is committed to eliminating discrimination and encouraging diversity amongst our workforce. The Partners and Senior Management demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Data Protection

All applications made either speculatively or in response to advertised vacancies will be kept confidential.

BWCI do not undertake any automated selection process for recruitment. All information provided in the form of a CV or covering letter, be it on paper or electronically submitted, speculatively or for a specific advertised vacancy will be destroyed in keeping with the following timeframe.

Candidates not invited for interview – immediately once confirmation of the non-selection has been made.

Candidates invited for interview but not selected – 6 months after notification of non-selection has been made.

Candidates offered a position but choose not to take it up – 6 months after declining the role.

Candidates offered a position and subsequently employed – 6 years after termination of employment.

When a CV is submitted, it is passed only to the recruiting manager(s) involved in the recruitment to the specific position to which it refers. Any processing in relation to any other position will only proceed with the explicit consent of the candidate.

We may from time to time ask candidates to undertake skills testing or psychometric testing as part of a recruitment and selection process. In this case the results from those tests will only be used to inform the selection process, and will be retained in line with the time frames specified above.

It is not the policy of BWCI to screen prospective employees via social media channels, however, we may review a candidates LinkedIn profile.

If you have any questions relating to how we process applications for employment please contact Alison Rimington, Senior Manager, HR