

Join First Actuarial's administration graduate scheme

Are you good with numbers and able to help other people understand them? If you're also keen to make a positive difference to the world, step into a rewarding and meaningful career with First Actuarial.

We put people first. We're known in the financial services sector for our integrity. Our pioneering work is set to transform the lives of millions of younger people with a new type of pension.

As an administration graduate trainee, you'll be welcomed into a stimulating work environment, working with professionals from diverse backgrounds in friendly and close-knit teams.

Our values

- **Value**
- **Opportunity**
- **Improvement**
- **Courage**
- **Enjoyment**

Why work for First Actuarial?

The pull of big brands and small start-ups can prove tempting for students and graduates. But a medium-sized firm like First Actuarial offers early exposure to industry experts and experiences that will accelerate your career.

We apply fresh thinking to pensions administration and encourage everyone to bring their true selves to work. Our culture balances professionalism with a relaxed look and feel.

What do pension administrators do?

As a pension administrator, you'll be communicating with pension scheme members, explaining how their benefits are calculated and dealing with queries. You'll also be handling complex calculations and keeping up to date with changes in the world of pensions.

Your work will make a real difference, helping us meet our client expectations and coordinate effectively with a variety of third parties.

What will I be doing on a day-to-day basis?

Although it sounds like a cliché, no two days will be the same. As a new graduate, you will be working with a range of clients – both for-profit and not-for-profit – on individual member requests and bigger scheme projects.



How will First Actuarial support my career progression?

As a new graduate, you'll join our training programme to build up essential skills and knowledge.

We've developed a three-year professional development programme with full study support – including Pensions Management Institute (PMI) membership fees, study materials and study leave. The programme is made up of a two-stage process to help you grow into a professional and experienced Pensions Administrator.

You will study for the PMI Award in Pensions Essentials and the PMI Certificate in Pensions Calculations. These will give you the letters CertPMI after your name.

You can then choose to study for the PMI Advanced Diploma in Retirement Provision, which will elevate your status to Associate of the PMI.

Find out more about PMI professional qualifications here: https://www.pensions-pmi.org.uk/pmi-academy/qualifications/

"First Actuarial is a fantastic place to work. Having joined as an Administration Graduate in 2023 with no prior experience in pensions, I was quickly made to feel a valued member of the team. First Actuarial are truly invested in your own professional development. Training is always available, and the opportunity is there to pursue qualifications. Retiring is a big change in people's lives so whether it's communicating directly with members or ensuring the smooth running of the day to day of a pension scheme, you feel fulfilled knowing that you've helped make someone's retirement as smooth as possible."

Catherine Pointon,
Pensions Administrator, First Actuarial

Apply today

If you're a numerate problem-solver with good communication and team skills, and you can handle a bit of pressure from time to time, we'd love to hear from you.

Apply for a place on our graduate scheme today. Choose between office locations in Basingstoke, Leeds, Manchester, Peterborough and Tonbridge – working on a hybrid basis after an initial period.

Visit our career portal for all our graduate opportunities. https://careers.firstactuarial.co.uk/

Or if you're not quite ready, find out more about First Actuarial's administration team: https://www.firstactuarial.co.uk/careers/working-in-first-actuarials-administration-services-team/

www.firstactuarial.co.uk

First Actuarial LLP is not authorised under the Financial Services and Markets Act 2000 but we are able in certain circumstances to offer a limited range of insurance and investment services to clients because we are licensed by the Institute and Faculty of Actuaries. We can provide these services if they are an incidental part of the professional services we have been engaged to provide.

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