

first actuarial
A Gallagher Company

Join First Actuarial's pensions administration apprenticeship scheme

If you're good with people, apply today for our pensions administration apprenticeship

We're a financial services company providing pension services. Our offices in Basingstoke, Leeds, London, Manchester, Peterborough and Tonbridge all have a relaxed feel. We employ people from a wide range of backgrounds who work together in close-knit teams.

As a Pensions Administration Apprentice, you'll be supporting our administration team and its clients. During the apprenticeship, you'll receive a competitive salary – rather than the apprenticeship minimum wage.

Due to our rapid growth, we are now a medium-sized business. But in many ways we still act like a small company. And that will make it easier for you to settle in and get support from the team you'll join on day one. As well as learning from people around you, you'll also have your own study mentor here at First Actuarial.

The apprenticeship is not a fixed contract – at the end of the apprenticeship we'd expect you to take a long-term role.

What do pension administrators do?

Pensions administrators are the people who look after pension scheme members. We make sure they get paid the right amount at the right time, and we help them understand their benefits and rights fully enough to make important decisions about their retirement. This involves communicating complicated issues clearly, either in writing or over the phone. Our administrators are open and friendly, able to put members at ease.

Pensions administration is the glue that holds everything together, processing calculations and dealing with members and third parties, to help schemes run smoothly.

We make a potentially confusing and complex retirement run smoothly for people to have an easy transition from work to retirement.

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

As a Pensions Administration Apprentice, you'll be based in one of our offices with other members of our administration team.

You'll be working on real-world projects straight away, for example:

- Calculations and payment of scheme benefits
- Written and telephone support for clients, consultants and scheme members
- Project work such as pension increases, annual benefit statements and reporting
- Cashflow management of trustee bank accounts.

Your working day will combine real-world experience like this with the academic content of the apprenticeship.

What will I learn?

Although this is not a degree-level apprenticeship, it will give you a solid grounding in key skills, helping you learn how to:

- Provide fair and courteous customer service
- Communicate pension information and resolve issues using a range of channels
- Calculate and process members' benefits
- Use IT systems to carry out administration work accurately and efficiently
- Manage pension data safely and securely
- Comply with standards and legal regulations at all times
- Liaise with third parties where necessary.

Is this apprenticeship right for me?

We're looking for a sound combination of maths and English.

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

"I didn't know what I wanted to do after leaving education, but starting my career in pensions at First Actuarial was one of the best choices I could have made. I knew very little about pensions at the start, but they gave me in-depth on-the-job training throughout the apprenticeship programme. Even in my first year, I got lots of opportunities and responsibility – I've learned a lot. I'd recommend First Actuarial to anyone wanting to make the best possible start to their professional career."

- Katie Mosley

Apply today

If you'd like to use your maths and English skills to help people as part of a professional but friendly team, we'd love to hear from you. You can choose to work in either our Basingstoke, Leeds, Manchester, Peterborough or Tonbridge office.

Visit our careers portal to find out more about our apprenticeships and apply today:

https://jobs.ajg.com/ajg-home



www.firstactuarial.co.uk

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