

## Job Description

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<b>Job Title:</b>	Trainee Corporate Pensions Administrator
<b>Location:</b>	Jersey
<b>Hours:</b>	35 hours per week
<b>Reports to:</b>	Manager – Corporate Team
<b>Employment Status:</b>	Entitled / Entitled for Work

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### Purpose of Role:

To work alongside and support the Corporate Pensions Team in providing comprehensive administration to our Corporate Pension Schemes and Individual Pension members. This role is essential in ensuring the smooth operation and effective management of pension schemes, contributing to the overall success of our team.

### Tasks:

- Process and manage monthly contributions effectively.
- Enrol new members into pension schemes.
- Issue pension options and provide valuation details to members.
- Respond promptly to member inquiries.
- Other ad hoc tasks as requested by the Line Manager and/or Directors.

### Responsibilities:

- Communicate effectively with Corporate Clients, Scheme Members, Trustees and Zurich International.
- Provide general administrative support while adhering to Rossborough procedures.
- Foster positive and professional relationships with team members.
- Continuously seek ways to improve work efficiency and processes.
- Prioritise tasks to meet customer demands.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b>		
Experience working in a regulated Financial Services Business		✓
Relevant Qualifications		✓
Proficient use of Outlook, Excel and Word	✓	
<b>Skills</b>		
Excellent communication skills	✓	
Excellent interpersonal skills	✓	
Good client service skills	✓	
<b>Attributes</b>		
Ability to work on own initiative	✓	
Ability to manage own time	✓	
Ability to prioritise workloads effectively	✓	
<b>Other</b>		
Jersey Resident for at least 5 years	✓	

#### **What We Offer:**

- Competitive salary and Discretionary Bonus Scheme
- Corporate Pension Scheme Membership
- Permanent Health Insurance
- Private Medical Benefits
- Death in Service
- 26 Days Annual Leave

Rossborough Financial will provide full training on all aspects of the role, including our client database and document management systems, together with our processes and procedures for managing time-critical financial transactions.

Relevant qualifications are encouraged and will be supported in line with our internal procedures. To

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apply please send a copy of your CV to Scarlett Le Voguer at [slevoguer@rfsi.co.uk](mailto:slevoguer@rfsi.co.uk)