



Job Description

Job Title:	Pension Administrator
Department:	Pensions
Level:	Administrator
Reporting to:	Manager - Pensions
Direct Reports:	None

In a (relatively) small organisation like Bourse, both employees and the Company must recognise the need for flexibility in the roles individuals undertake and the matters for which they are responsible. This Job Description is therefore intended to be an indication of the matters for which the employee is responsible and not a comprehensive / inclusive list of such responsibilities. Any substantive changes to the employee's responsibilities should be reflected by updating this document.

Job Purpose, Duties and Responsibilities

Job purpose:	To support and be a contributing member of the pensions team. Responsible for the daily administration of various aspects of pension structures and providing support to the team.
Principal duties and responsibilities:	<ul style="list-style-type: none"> • Administration of established pensions; • Maintaining accurate data on all client files together with full documentation; • Responding effectively and in a timely manner when dealing with clients, intermediaries and relationship managers; • Ensuring transactional billing is recorded and charged; • Ensuring all income calculations are completed; • Obtaining dealing instructions and execute in accordance with mandate; • Assisting with the answering of technical pensions questions from clients, advisors, management, colleagues and team; • Completion of UK Source Income forms for any new UK source income; • Sending all scheduled investment reviews for scanning and filing; • Recording and checking all changes in 5 Series; • Completing all scheduled risk reviews; • Ensuring all income and fee payments have been administered and executed correctly; • Ensuring all transactional information is sent to the Bookkeepers; • Adhering to internal processes and procedures ensuring all regulatory requirements are understood and maintained; • Maintaining accurate data on all client files together with full documentation; • Writing new, and maintaining and updating current Pensions procedures; • Keeping up to date with new developments in Pensions services and products • Assisting with Pensions marketing and new business; • Assisting with training of new team members; • Ad hoc tasks as directed by your Manager/the Company from time to time. •
General Responsibilities:	<p>Reporting to your manager</p> <p>You are responsible for keeping your Manager up to date in respect of your work, this includes escalation of any issues or concerns in a timely manner.</p> <p>Working with other employees</p> <p>Responsibility for working with other employees to ensure an overall efficient and positive client experience.</p> <p>During your employment you will also:</p> <ol style="list-style-type: none"> 1. carry out such duties as reasonably and lawfully required by your Manager (and whether for the Company or on behalf of a subsidiary or associated company); and

	<p>2. use your reasonable endeavours to promote, protect, develop and extend the business of the Company.</p>
<p>Compliance / AML Responsibilities:</p>	<p>Compliance and Regulatory Matters</p> <p>You are responsible for ensuring familiarity with Bourse’s obligations (and indeed your own personal obligations) in relation to Anti Money Laundering (AML) and Combatting the Financing of Terrorism (CFT), ensuring that all work undertaken is performed in accordance with relevant legal and regulatory requirements. Please see the Compliance Manual and AML/CFT Procedure (the “Bourse Compliance Manual”) for further information. All questions of a regulatory nature should, in the first instance, be directed to the Compliance department.</p> <p>Company Policies and Procedures</p> <p>You are responsible for ensuring that you are familiar with, and that all work undertaken is performed in accordance with relevant Company policies and procedures. Questions concerning policies and procedures should be referred to your Manager in the first instance.</p>