**Senior Pensions Administrator - Malta**

There’s more to work than work…Bourse offers employee the stability of an established finance company, along with the chance to learn, grow, advance, and make a difference. We are innovative in offering flexible solutions for trusts, pensions and complex structures, working in small teams with easy access to a Director. We encourage employees to come up with new and innovative ideas on how to improve our systems. This role is based in our Maltese office which conduct corporate services and pensions business, please see the below link for further information about our activities in Malta:

<http://www.bourse.gg/pension-services/>

**Role summary**

We are looking for a Senior Pensions Administrator to work in our Maltese office, the role will report to our Pensions Director in Malta. The role will be responsible for ensuring a seamless pensions administration service to our clients.

We require cover during our core business hours of 8.30am – 5.30pm Monday to Friday.

**Key Responsibilities**

* Efficient and effective delivery of client work to strict deadlines
* Provide support to the Pensions Director
* Management of client relationships with trustees, scheme members and corporate clients
* Project manage annual projects including renewals and benefit statements
* Supporting and contributing to team meetings
* General administrative duties
* Work closely with other internal departments to ensure full service provided to clients

**Our ideal candidate**

Will demonstrate a thorough knowledge of pensions administration activities and will be a proactive administrator with the ability to plan and prioritise a busy workload. In addition, they will:

* Possess previous experience of working with pensions including transfers in, transfers out, investment administration, benefit statements and renewals
* Have knowledge of current pensions legislation
* Have experience in project management
* Proficiency in all Microsoft packages

Please email your CV to Karen Ferneyhough at karen.ferneyhough@bourse.gg.