



Independent Trustee Services Limited – Trust Associate London

We are currently seeking a Trust Associate to be based in London. The successful candidate will need to ensure that the duties of the Trustee of Occupational Pension Schemes discharge their responsibilities in a professional and timely manner. You will delegate tasks where appropriate and ensure timely completion of tasks for schemes, whether they are on-going, in the process of being wound up or in an assessment period for the Pension Protection Fund.

This is a fantastic opportunity to join a successful and growing business and will involve exposure to an interesting portfolio of high profile cases.

Key Responsibilities:

- Day to day management of Trustee duties to occupational pension schemes, including those that are on-going as well as schemes that are being wound up or in an assessment period for the Pension Protection Fund
- Day to day management of scheme tasks and liaison with all stakeholders in the scheme
- Dealing with Member correspondence, queries and complaints
- Liaising with Scheme advisers and dealing with complex technical matters
- Applying the appropriate legal and operational framework for scheme governance and discontinuance
- Representing ITS and/or support Trustee Directors in client meetings, take responsibility for key actions and for reporting progress to all interested parties. (The Sponsoring Employer, full Trustee Board, Pensions Protection Fund, the Pensions Regulator and other third parties including HM Revenue and Customs)

Key Skills and Experience

- Experience in dealing with defined benefit occupational pension schemes
- Up to date understanding of pensions legislation and industry practice and knowledge of current legislative issues surrounding scheme discontinuance
- Experienced communicator with a wide range of stakeholders ranging from technical specialist to scheme members, senior executives to administration staff
- Proactive individual taking pride in quality and timeliness of their output and that of their team
- An appetite for continuing professional development
- People management skills running small teams, prioritising and delegating work, coaching performance and team work
- Excellent communication skills, both verbal & written

Additional Details:

We offer highly attractive reward packages. We are aware of how integral our employees are to our progress, so we ensure that everyone shares in that success. Whilst this varies from company to company, typical benefits can include:

- Employee share schemes
- Flexible Benefit Scheme
- Generous holiday entitlement
- Pension Plan
- Private healthcare scheme

ITS aims to be an equal opportunities employer and we would like to encourage applications from all the community, irrespective of race, religion, gender, disability, age or sexual orientation.

For a confidential discussion please contact the JLTEB Recruitment Team on:
EBRecruitment@JLTGroup.com

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