**University of Southampton**

**Pensions Administration Manager L4**

**Directorate: Professional Services – Finance, Planning & Analytics**

**Location: Highfield**

The University of Southampton is one of the world’s leading universities. We are consistently placed in the top 100 universities in the world by the QS World University Rankings. There are currently more than 24,000 students on campus in the UK. Using conventional business metrics, the University is a large enterprise with an annual turnover of over £500m and a staff establishment more than 5,000 FTE.

We have an exciting opportunity for a Pensions Administration Manager to join the Finance Transactional Hub within the Finance, Planning & Analytics arena.

We are looking for candidates who are PMI or ClP full or part qualified (or equivalent). Have significant pension experience as Pensions Administration Manager or Team Leader gained in house or at a third-party administrator. Must have excellent technical knowledge of defined benefit schemes and final salary pension schemes would be desirable.

Managing a team of pension professionals, providing line management support, coaching and development to enable the pensions team to deliver a customer focused service by prioritising workload to meet all deadlines. Ensuring that all contractual and legislative responsibilities are fulfilled.

The University of Southampton is a member of the prestigious Russell Group committed to attracting and supporting exceptional staff to deliver at the highest levels in all activities. In return the University can offer an excellent package for staff. In addition to a competitive salary the University offers a highly attractive Defined Benefits pension scheme with employee and employer contribution. The University also offers a generous holiday allowance of 30 days annual leave, plus 6 University closure days and 8 bank holidays, on site Sports facilities, arts and culture facilities and a wide range of discounts from national & international shops and services.

**Application Procedure**

You should submit your completed online application form at [www.jobs.ac.uk](http://www.jobs.ac.uk/)

Shortlisting Questions –

What criteria do you use for evaluating success?

How do you keep abreast of a continually changing environment to ensure that your professional practice is relevant and up to date?

Detail how your experience, personal skills and knowledge enable you to develop, manage and maintain best practice procedures across a team ensuring compliance with legislation and policy whilst embracing innovation.