

Hargreaves Lansdown, Role Profile and Person Specification

Role Profile

Job Title: Annuity Administration Assistant	Hours of Work: 9am to 5pm Monday to Friday
Department: Annuities	Reporting To: Annuity Administration Manager

Summary:

This role offers a valuable opportunity to gain experience of all aspects of annuity purchase within the UK's largest annuity broking service. More investors choose our annuity service than that offered by any other UK broker, and one reason for that is the efficient administration and excellent service we provide.

The Annuity Administration Assistant will help clients convert their pension savings into income. They will provide administrative support to make the process as smooth as possible.

You must have excellent attention for detail. You should also be able to work well individually or as part of a team. You will be required to use a data-entry system to a very high standard and to carry out a full range of administrative duties in a professional manner and to a high standard within a busy office environment.

Key Duties & Responsibilities

- Prepare and send out enhanced annuity quotations to clients
- Request new quotes; sort, check and collate incoming quotes
- Ongoing administration of annuity cases
- Assisting the department as a whole during busy times.

Person Specification

	Essential	Desirable
Qualifications	A Levels or other equivalent qualification OR a relevant level of appropriate work experience.	Degree at 2.1 level or above
Knowledge		Basic investment and pensions knowledge
Experience		Relevant administrative work experience
Competencies	Excellent oral and written communication skills Numerate Proficient with MS Office Ability to multitask Ability to prioritise own workload Excellent attention to detail Ability to be professional under pressure Computer literate.	
Attributes	Hardworking & Dependable Polite and Courteous Dependable Ability to work individually and within a team	Innovative Desire to develop professionally