



BranWell Ford

UK PENSIONS RECRUITMENT

T: 01279 859000

F: 01279 859009

www.branwellford.co.uk

Name:

EDUCATION & QUALIFICATIONS

UNIVERSITY OF KENT, CANTERBURY

LLB (Hons) Law, 2.2

WILSONS SIXTH FORM, WALLINGTON

A' Level - Geography (B), Business Studies (B), English Language (B)

GCSE - 2 A*'s, 7 A's, 2 B's, 2 C's

PROFESSIONAL QUALIFICATIONS

QPA, RPC, DipPMI, CII

IT SKILLS

Microsoft Word, Excel, PowerPoint, Outlook Internet and Intranet
Profund, Compendia, Penserver

TRAINING

EXPERIENCE

COMPANY: Pensions UK

DATES: November 2004 - Present

POSITION: Group Pensions Manager

DUTIES:

UK Bank, Manufacturing company, Pharmaceutical sector.

Company Turnover £620M

Staff numbers 22,000.

Range of DB, DC, Hybrid arrangements.

- Management and delivery of the Auto-enrolment Programme
- Working with TPA and Consultants and selection process.
- Drafting member Communications.
- Set up of Procedures and compliance.
- Management of Staff transfers under the Transfer of Undertaking Protection of Employment 2006.
- Following the requirements of the Pensions Act.
- Management of all scheme records and ensuring the following are all completed:

- Scheme Renewals, Joiners, Leavers, Retirements, Ill-Health Early Retirements, Triennial Valuations, Scheme Accounts and Audit, Trustees Meetings and Training, Payment of Pension Levy, Deficit Reduction and Recovery Plans, Annual Pensions Regulator Return.
- Operation Management, HR Departments, Finance Departments, Commercial and Bid Teams.
- Due Diligence and Expertise provided for:
- All New Company Acquisitions, New Business contract wins, Legal Agreements, Bulk Transfer negotiations, Assessing pension risks.
- Managing associated employee benefits include Sharesave, Private Medical, Group Life Assurance, Child Care Vouchers.

COMPANY: Pensions Consultancy
DATES: July 2002 - October 2004
POSITION: Consultant
DUTIES:

- Managing a portfolio of 12 clients, DB with migration through to GPPs.
- Dealing with scheme wind-ups
- Full secretarial services to Trustees.
- Setting SLAs, and discussion meetings regarding customer agreements.
- Managing invoicing and billing in a time cost environment.

Reason for leaving: Redundancy

COMPANY: Third Party Administrator
DATES: November 1984 – March 2001
DUTIES:

- Cradle to grave administration predominately on large private sector final salary pension schemes (which include benefits accrued on a Career Average basis), however also working on large defined contributions schemes with experience of both contracted-out and contracted-in arrangements.
- Responsible for checking and managing workloads of junior colleagues ensuring that daily service level agreements are met.
- Providing training and mentoring to junior employees. This includes carrying out performance reviews and one to ones, along with completion of skill matrixes to aid career progression of junior colleagues.
- Point of reference for technical and complex queries from junior members of the team and other teams internally.
- Responsible for handling of complaint cases, and errors, and looking to improve procedures to reduce future risk.
- Acting as main point of contact for client on administration team.
- Performing complex manual calculations predominantly on a final salary basis. Also required to use, and check standard pro formas. Responsible for creation, testing, and review of new pro formas following new business win.
- Required to work with systems team to create, and test automated calculation routines.
- Responsible for carrying out annual and monthly scheme events including production of administration reports, production of benefit statements, annual pension increases, Occupational Pension Scheme surveys,

treasury calculations, end of year accounts, and other ad hoc project work as and when required, such as tailored reports and member communications.

- Responsible for carrying out the monthly billing to clients, which includes production of invoices, responding to billing queries, identifying out of scope fees and working with team leader and administration manager to reduce write-off on the Scheme.
- Responsible for processing the monthly interface files from payroll, and annual renewal data. This includes reconciling files against data held on their systems.
- Required to carry out interviews and provide feedback during the recruitment process for prospective employees.
- Involved in presentation of workflow processes to prospective client during successful new business pitch.
- Heavily involved in new business win after going live with new membership. This included data cleaning, creation of procedure manuals, and testing new calculation routines. Also responsible for management of out of target cases and responsible for planning and reduction of backlog cases following take on of new business.
- Required to represent Towers Watson at Glasgow County court in respect of pension scheme member's on-going divorce case.

Reason for leaving: New career challenge.

SUMMARY

CURRENT SALARY:	£52,500 plus £6k bonus and benefits
REQUIRED SALARY:	FROM £55,000 pa
RESIDES:	Birmingham
LOCATIONS WILLING TO TRAVEL TO:	Will consider relocation for the right role
NOTICE PERIOD:	3 months.

**For more information or to arrange an interview, please do not hesitate to contact:
Branwell Ford Associates Ltd, Ground Floor, 3 Ducketts Wharf, South Street, Bishops Stortford,
Hertfordshire. CM23 3AR T: 01279 859000 F: 01279 859009 e-mail recruit@branwellford.co.uk
www.branwellford.co.uk**

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