

London Actuary job specification

We are a thriving firm that specialised in providing the full range of pension services to small and medium sized pension schemes. Over the past few years we have seen significant growth which we expect to continue into the future.

To help manage this growth we have recently opened a London office and are now looking for an experienced qualified actuary to head up the London team. This is an important role which involves not only managing the London office but also actively contributing to the development of the business as a whole.

The role will have a large degree of freedom to develop the London office and will be part of a relatively flat management structure with access to the decisions makers at board level.

We prefer our managers to remain involved in client work and therefore the role also involves taking responsibility for the management of 20/30 actuarial/administration clients which, as they tend to be relatively, small require a hands on and personal approach.

Core Role: Ensure that London based clients receive the best possible service and develop the London client base

- Manage 20 to 30 actuarial/administration clients (incl Scheme Actuary appointments). This includes responsibility for maintaining client relationships, setting budgets, managing workflow and individual projects.
- Manage workflow for London office, ensuring that it is carried out as efficiently as possible
- Developing London team to the correct level to carry out the work required (including new client managers/consultants)
- Developing and managing own prospect list
- Building and managing relationships with other firms in order to win referrals and obtain third party expertise when required
- Managing the London business plan within the context of the overall business plan, including regular meetings with other department heads and company directors
- Conduct performance reviews and contribute to people initiatives, including recruitment
- Build strong internal relationships with other members of staff, in particular the Solihull office
- Provide support to the senior management team with marketing initiatives, generating new business opportunities and building client networks and relationships
- Engage with clients and prospects effectively to secure long-term, profitable business relationships
- Be an effective subject specialist and lead team discussions with the latest thinking
- Present at seminars/conferences and publish articles

Requirements

- Strong technical knowledge regarding pension's strategy and valuations. Ideally should include experience of pension administration.
- Good commercial awareness, including experience at setting and managing client budgets and relationships.
- Experience at advising Trustee boards and companies
- Developing industry profile through client and industry activities
- Business development experience
- Proven track record of delivering on projects to budget and timescale.
- Strong project and people management skills, together with an ability to lead a team and carry out training programmes.
- Professional attitude and demeanour.
- "Self starter" with a proactive approach.
- Professional actuarial qualification (FIA / FFA or global equivalent) and Scheme Actuary certificate.