

WOLANSKI

actuaries and pension specialists

Job specification - Property Administrator

Grade: 2 /3 /4 (Dependent upon experience)

Reports to: Administration Manager – Property

Staff responsibility: None

Job requirements

1. Provision of a timely, accurate and pro-active property administration service providing a complete service from purchase/in-specie transfer, ongoing management and eventual sale of property investments for all of the firm's clients.
2. Ensure that all client deadlines, internally agreed property service standards and regulatory reporting requirements are met.
3. Minimise consultants involvement in property administration by providing input on technical issues, attending meetings and building good relationships with existing clients, new clients and business introducers.
4. Inform consultants, clients and business introducers of property matters affecting their schemes, especially actual/potential problems.
5. Responsibility for completion and/or overseeing the quarterly VAT returns and annual block insurance renewal, including the review of procedures and insurers from time to time.
6. Assist with training, mentoring and work management of existing/new property administrators.
7. Keep up to date with regulatory/property related changes and, where appropriate, research changes and assist with preparation of press releases for existing and potential clients.
8. Assist with development, maintenance, implementation and use of documented property procedures, including the use of relevant computer systems.
9. To seek improved efficiency by continually keeping under review and critically evaluating existing property administrative processes and putting forward any ideas to improve processes.
10. Assist with development and implementation and, once set up, use of various property related panels. Also assist with review of panel members from time to time.
11. To ensure that the firm's exposure to liability in relation to property investments is protected at all times.
12. Pro-actively deal with potential and actual problems keeping the relevant parties informed of any such issues.
13. Maintain good working relationships with SIPP and SSAS units and Consultants.

Primary characteristics required to fulfil job

1. Customer focused with a commitment to providing a top quality administration service to property clients.
2. Good commercial and business awareness from both the firm and clients viewpoint.
3. Good time management, task orientated, organised, ability to multi-task and to work accurately and effectively under pressure.
4. Uses initiative and a good problem solver.
5. Good verbal and written skills.
6. Good technical experience of pension schemes and property administration.