



## **Job Profile: Life and Pensions Administrator**

Permanent Full Time

*LHK Finance One, Rosemount House, Dundrum Road, County Dublin*

### **Company Overview**

LHK, now incorporating Finance One following the merger of the 2 businesses in July 2024, is a well established, third generation general insurance and financial planning broker firm with a strong market present in the areas of wealth management, pensions, investments, employee benefits and mortgage advisory services to private individuals and commercial clients in Ireland.

As a privately owned and practitioner-led business, LHK is committed to providing an inclusive and collegial environment to support our people in the development of a rewarding career in the financial services industry.

### **Key Responsibilities**

- Administer and manage a portfolio of corporate pension and risk schemes.
- Provide a high standard of administrative support to the management team on life and pension products.
- Prepare client meeting documentation to support Consultants, Line Manager and Director on a daily basis.
- Attend meetings in a support role to the consultants and provide support to Line Manager and Director on a daily basis.
- Manage the processing of new business applications in Pension, Investments and Life assurance and deal directly with the life companies to ensure these are processed in an accurate and timely manner.
- Communicate with clients over phone and email keeping them updated on the progress of their applications.
- Work on ad-hoc business development projects as required
- Fulfil all compliance obligations on new business cases (e.g. preparation of client recommendations and associated compliance paperwork in line with Central Bank requirements).

### **Skills and Qualifications**

- QFA (essential), RPA (desirable), AIIPM (desirable)
- Three to five years' experience (at least 18 months working in brokerage)
- Corporate Scheme experience (essential)
- Excellent organisational skills and ability to work on your own initiative

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*Finance One Ltd is regulated by the Central Bank of Ireland. Registered in Ireland, Company No. 409757.*



- Excellent attention to detail
- Good interpersonal skills and a team player
- Proven track record of delivering excellence in customer service
- Ability to manage your own time efficiently and effectively
- Ability to problem solve and follow queries through to a satisfactory conclusion
- Willingness to develop technical knowledge and skills and desire to undertake appropriate study
- Motivation to develop within the organisation
- Experience in a regulated financial planning business would be an advantage
- Proficiency in Word, Excel and PowerPoint

### **Remuneration**

Salary will be commensurate with experience.

- 23 days annual leave
- 10 days paid sick leave
- Bonus and Commission Structure
- Defined Contributory Pension Scheme
- Death in Service and Income Protection Cover
- Complimentary Employee Assistance Programme
- Examinations/further study sponsored where relevant to role

Applications to [careers@lhkgroup.ie](mailto:careers@lhkgroup.ie)