

A group of four professionals (three men and one woman) are walking down a modern, white staircase with a metal mesh railing. They are engaged in conversation and smiling. The woman in the foreground is wearing a green shirt and red trousers. The man next to her is wearing a red sweater and brown trousers. The man further back is wearing a grey shirt and a dark blazer. The woman in the background is wearing a black and white checkered dress. The staircase is set in a modern building with a wooden ceiling and a white wall.

Forward thinking
Straight talking

Trustee Associate

JOB SPECIFICATION

Gateley /

POSITION:	Trustee Associate
LOCATION:	Manchester
CONTRACT TYPE:	Permanent

The *role*

As a Trustee Associate in our highly regarded Pensions trustee team, you will be responsible for the management and governance of a variety of pension schemes in a wide range of industries. Your day-to-day role will include liaison with scheme employers and scheme services providers on a range of matters including scheme funding, investment, covenant and member matters. You will have the opportunity to work on schemes at all stages of the scheme journey including onboarding new schemes and managing schemes through to buy out and wind up. You will be responsible for ensuring that the schemes you manage are compliant with all legislative and regulatory requirements, meet all the governance requirements of the Pensions Regulator's new General Code of Practice and are operated in accordance with Entrust's internal controls and procedures.

The successful candidate will work closely with a scheme's dedicated Trustee Director and the wider team on all matters. They will be keen to develop their technical pensions knowledge and to throw themselves into new technical areas. We are looking for a driven individual who is highly motivated. It is important for the successful candidate to be client-facing, keen to establish and develop client relationships with a commitment to giving excellent service. Our culture is to work in a collaborative, commercial and pragmatic manner, with the intention of always trying to solve problems. Clarity in both written and oral communications is essential. We also require enthusiasm for networking and promoting the pensions team and the firm generally.

Responsibilities:

- Support the team in the provision of governance and pension trustee services to a portfolio of schemes.
- Leading our liaison with scheme service providers and scheme employers on a wide range of scheme matters including funding, investment, covenant, member matters and scheme audits.
- Service provider management, including overseeing budgets, billing and service standards.
- Project management to ensure that all key deadlines are met, and all scheme stakeholders are kept up to date on matters and understand their roles and responsibilities.
- Ensuring compliance with all legislative and regulatory requirements and with Entrust's internal controls and procedures
- Correspondence with members including responding to internal dispute resolution and Pension Ombudsman applications.
- Attendance at all meetings and calls in relation to the schemes which you manage, drafting minutes and ensuring all actions are progressed.
- Dealing with scheme queries.
- Supervising Trustee Assistants.

The *team*

Entrust is a leading independent professional trustee company which helps organisations run their pension schemes effectively and manage the risks associated with legacy defined benefit schemes. Since Entrust was established in 1994 it has acted as trustee to over 150 pension schemes for organisations across the globe providing a friendly, collaborative approach to pension trusteeship. Over the past 30 years we have managed assets of over £1bn and have looked after the benefits of more than 30,000 members.

Entrust is currently appointed to over 70 pension schemes. Entrust is part of the Gateley legal and professional services group. The wider group has over 580 professional advisers. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face.

The Entrust team is commercially minded, friendly and highly experienced pension scheme trustees. We work collaboratively with our employer clients and third-party advisers to deliver a market leading governance service to our pension schemes and their members.

The *person*

The successful candidate will be degree educated, have a background in pensions and demonstrate a genuine desire to be part of a growing business. This role will suit an individual who has a keen interest in pensions. We are looking for individuals who have the enthusiasm to drive continuous improvement in their own development and the working practices of the team.

The successful candidate will be able to demonstrate the following:

- Technical pensions knowledge
- Experience of dealing with clients in a trust-based DB environment
- Collaborative and flexible approach
- Excellent organisation, time management and project management skills
- Keen attention to detail
- 'Can do' attitude.
- Strong communication skills

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around, our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade

dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy and free courses for all from fitness to coding and languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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