

Forward thinking
Straight talking



Trustee Assistant

JOB SPECIFICATION

Gateley /

POSITION:	Trustee Assistant
LOCATION:	Manchester
CONTRACT TYPE:	Permanent

The *role*

Gateley are recruiting for a Trustee Assistant to sit with Entrust team in Manchester. The role is initially to provide support to our experienced team in the discharge of their fiduciary trustee duties. The successful candidate will work closely with our Trustee Directors and Trustee Associates on their day to day governance of pension schemes.

This will involve:

- liaising with schemes' sponsoring employers and service providers;
- ensuring compliance with trustee record keeping obligations;
- budget and costs monitoring;
- responsibility for maintaining and updating key scheme documents; and
- building robust governance structures in line with Regulatory guidance.

The *team*

Entrust is a leading independent pension scheme trustee company and 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. Entrust acts as trustee to over 50 occupational pension schemes.

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face.

The Entrust team are 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 and demonstrate a genuine desire to be part of a growing business and the drive to continue learning. 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 and can create well established relationships across the business.

Candidates will be able to demonstrate the following attributes:

- Collaborative and flexible approach
- Excellent organisation and time management
- Keen attention to detail
- Can do' attitude.
- Strong communicator at all levels

We have a fantastic Learning and Development team here at Gateley, whose purpose is to support in the professional development of our workforce! There are plenty of opportunities to opt into comprehensive training programmes and relevant courses to support continuous progression and growth.

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, free courses for all from fitness to coding to 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 and 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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