Job Title: Client Administrator
Department: MUA Pension

Job Summary

Responsible for the day-to-day administration of small or medium pension funds and to assist in the administration of large pension funds.

Main Responsibilities

- Provide a full suite of pension administration services for pension funds as per allocated portfolio.
- Member management (new entrants, leavers, pensioners, death & TPD).
- Verify outgoing correspondence for pension funds under management.
- Prepare or verify invoices and contribution schedule for employers.
- Reconcile contributions paid and update on system.
- Lead the process for transfer of pension benefits (leavers or pensioners).
- Maintain client files and database.
- Perform manual or automated calculations for transfers, leavers, pensioners, and death & TPD cases.
- Prepare pension rules amendments and follow up with the FSC for validation.
- Prepare data for split of sub funds.
- Check or prepare IAS-19, actuarial valuation data and allocation.
- Provide excellent level of service to members and employers by phone, email or letter.
- Liaise with all stakeholders to set meeting dates, prepare agendas and send out minutes.
- Ensure that allocated pension funds are operate effectively and meet delivery standards.

Job Requirements

- Degree in Finance or Management.
- At least 2 years experience in a similar position.
- Strong background in administration.
- Good Knowledge in PPSA, WRA and applicable tax laws.
- Good Communication skills, verbal and written.
- Well versed with MS office tools (Excel and PowerPoint).

Interested candidates are requested to send their CV with reference 2021CA Client Administrator as subject on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises. Applications received after the closing date might not be considered. The company also reserves the right not to proceed with the vacancies.