



ANALYTICAL • PROCESS-DRIVEN • ACCURATE

SENIOR PENSION ADMINISTRATION OFFICER

THE GENERAL PENSION FUND SINT MAARTEN (APS)

CREATE
IMPROVE
INSPIRE

ORGANIZATION

Algemeen Pensioenfonds van Sint Maarten (APS) is an independent entity under the portfolio of the Minister of Finance. Established in 2010, APS manages the pensions of over 5,300 participants. Its goal is to maximize capital returns while minimizing financial risks. Over the years, APS has built a solid foundation for reliable pension management, characterized by transparency and trustworthiness. With a dedicated team of 12 employees, the organization focuses on optimizing internal processes and enhancing communication with participants, employers, and other stakeholders.

POSITION

The Senior Pension Administration Officer is primarily responsible for overseeing and auditing pension administration, as well as preparing administrative reports. This role reports directly to the Manager Pensions and guides the staff within the Pension Department. Key responsibilities include ensuring the accuracy of administrative records, closely monitoring mutation changes and ensuring full compliance with pension regulations and relevant legislation. The Senior Pension Administration Officer works closely



with the team to conduct actuarial analyses and provides essential data to both internal and external stakeholders to efficiently prepare the actuarial report. Additionally, this role serves as a guide and primary point of contact for the system administrator and Pension Department staff.

PROFILE

The ideal candidate is proactive, detail-oriented and identifies opportunities for improving procedures. They possess strong problem-solving and analytical skills, are highly organized and maintain a clear overview in all situations. The candidate has strong monitoring skills and attention for details, can inspire and coach colleagues. Collaboration, alignment with organizational goals and assertiveness are key strengths. Relevant experience in a similar role within a financial institution is preferred. A completed bachelor's degree (HBO) or an equivalent level of education in finance, administration, or actuarial science is required. Experience with pension administration systems (such as Axylife or Lifetime) is a plus. Proficiency in English and Dutch, both written and spoken, is required.

HOW TO APPLY ?

Interested candidates can submit their motivation letter and CV until November 17, 2024, on our website: vacature.balancecaribbean.com

A reference check and assessment may be part of the procedure. More information about the position and the application process can be found at: www.balancecaribbean.com

For questions, please contact Ms. Sidjornia Armantrading at: armantrading@balancecaribbean.com

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