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### **Life & Pensions Administrator Apprenticeship:**

MBC Financial Limited was established in 2007 and is a leading independent financial planning consultancy firm covering the full spectrum of private and corporate investments, retirement planning, estate planning, family, personal and business protection.

At MBC Financial Limited we bring a distinctive approach to the management of our client's affairs and we are very conscious of the responsibilities entrusted to us by our clients. We are dedicated to our clients and strive to assist them in achieving their financial objectives. We have the expertise, experience and state of the art systems required to deliver tailored, holistic advice. MBC Financial Limited is a haven for knowledgeable and motivated professionals working in an environment where all energies are focused on the client.

### **The Apprenticeship Scheme:**

We are happy to partner with the Insurance Institute of Ireland to recruit an apprentice for our Life & Pensions team. The Life & Pensions Apprenticeship, in partnership with IT Sligo is the first apprenticeship in Ireland that enables you to become a Qualified Financial Adviser ( QFA ) as part of the 'learn and earn' model.

We are looking for an ambitious and talented individual who shows the potential to develop into a high performing commercial business professional. This opportunity is a three fixed term contract apprenticeship scheme that provides exposure to all aspects of the MBC Financial business, allowing you to develop your technical expertise as well as professional skills.

When you join MBC Financial Limited, you will receive a tailored induction and will be assigned a mentor to provide support throughout the apprenticeship. We will work with you to enable you to reach your development goals and aspirations for your career. In return, we expect you to bring commitment and drive to add significant value to our business.

### **About You:**

In addition to meeting the requirements as set out by The Insurance Institute of Ireland, you will need to be able to work in a fast paced environment and you will be expected to be enthusiastic, motivated and keen to learn.

### **Essential Skills and Requirements**

- A track record of success and achievement in education, work experiences or extra-curricular activities to date. We are looking for a demonstration of where you have taken on extra responsibility, delivered in challenging circumstances and shown your ability to work independently as well as in a team
- Highly effective communication (both in writing and verbally) and organisation skills.
- Propensity to learn and apply learning in the work place – to benefit and contribute to the business and to provide assurance about your ability to pass Insurance Institute and degree modules alongside a demanding work programme
- Effective planning and prioritisation skills – balancing multiple deliverables to agreed quality standards.
- Critical reasoning and analytical skills
- Excellent numeracy skills
- Attention to detail
- Strong interpersonal and relationship building skills
- Ability to work as part of a team
- Proficient IT skills in MS Office.

### **Entry Requirements:**

- Mature students – if over 23 years there are no minimum educational requirements
- FETAC Level 5 qualification holders
- Under 23 – Leaving certificate, minimum of 140 points to include Maths and English/Irish with specific requirements on grades/levels
- More information can be viewed on the Insurance Institute of Ireland website.

### **Interested applicants should ask themselves the following key questions before applying:**

- Can I commit to a three year contract of apprenticeship?
- Have I the self-motivation to study at a BA (Hons) level and work at the same time?
- Can I be diligent and committed to all aspects of work, training and education?
- Do I have the ability to communicate effectively both with customers and in a team?
- Can I take ownership and accountability for my own actions and responsibilities?

### **Application Process:**

Application submission with CV, proof of qualifications and cover letter to [alan.mccarthy@mbcfinancial.ie](mailto:alan.mccarthy@mbcfinancial.ie)

### **Selection Process:**

1. Telephone Interview
2. Interview