

# Clare Adams

## Scheme Manager



Clare co-ordinates day-to-day activities for a range of pension schemes, supporting professional trustee and scheme secretarial appointments.

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### Background & experience

Clare's pensions career began in 2001 as an account manager at Wentworth. In addition to pension plan administration, she also worked on group risk scheme administration including market reviews, renewals and claims. She worked with individual pension policyholders and interacted with members, employers and insurance companies.

In 2011, Clare became a corporate account manager specialising in the administration of defined benefit (DB) pension schemes, supporting the appointed director. She liaised with the trustees, employers, investment managers, actuaries and administrators to report on scheme activities.

In 2020, shortly after NFP acquired Wentworth, Clare moved to a consultant role. She was responsible for DB schemes, organising regular trustee and project meetings, such as annuity buy-ins, and ensuring compliance.

Qualifications: RO4 pensions & retirement planning, L02 pension simplification, Financial Planning Certificate

### Specialisms

DB schemes • scheme accounts & returns  
pension administration • meeting packs  
trustee support • group risk benefits

### Example projects

**Scheme accounts** Ensuring the annual scheme accounts and audit are compliant and completed with accurate reporting to The Pensions Regulator.

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**Scheme maintenance** Checking the maintenance of pension scheme records, reviewing the scheme's cash flow and submitting the tax return.

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**Group risk** Dealing with risk benefits for various corporate clients, managing renewals and claims and developing knowledge in private medical insurance and cash plans.

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### Example clients

	Assets	Members
Client A (DB)	£1.4bn	14,907
Client B (DB)	£210m	2,200
Client C (DB)	£217m	1,307