

# Sabrena Edmonds

## Assistant Scheme Manager



Sabrena acts as scheme secretary on several small appointments and provides secretarial support to larger clients.

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### Background & experience

Sabrena's pensions career began in 2014 as an assistant consultant at Quantum Advisory where she provided secretarial and governance support. Her responsibilities included preparing agenda's and meeting packs, following up actions, updating key governance documents and managing day-to-day client queries.

In 2019, Sabrena joined Aon's secretarial and governance team, servicing a range of clients, including dealing with discretionary cases, data subject access requests, drafting member communications and budget management. She also provided support on de-risking projects, managed a specialist defined contribution (DC) team, assisted with AVC reviews and value for member assessments and prepared Chairs' statements.

Since joining PSGS in 2021, Sabrena has worked on projects including master trust selection and transition, adviser reviews, GMP equalisation and reconciliation and wind ups.

Qualifications: BA (Hons) Business management, Diploma in Professional Consulting (QCF) (CMI), Diploma and Advanced Diploma in Retirement Provision (PMI), Diploma in Employee Benefits and Retirement Savings (PMI)

### Specialisms

secretarial support • discretionary cases  
project management • scheme governance  
member communications • policies & procedures

### Example projects

**Online communication** Managing the process of gaining member consent to online communication including drafting communications, monitoring responses and providing regular updates to the Chair of Trustees.

**Technology roll out** Introducing new technology for an in-house pension scheme to improve efficiency and security of sharing documents and obtaining approvals on discretionary cases.

**GMP equalisation** Acting as assistant project manager for a c£800m scheme on a GMP equalisation exercise.

### Example clients

	Assets	Members
Client A (Both)	£81m	970
Client B (DB)	£257m	791
Client C (DB)	£81m	735