

JOB DESCRIPTION - CORPORATE SERVICES

IDENTIFICATION

Post Title:	Pensions Assistant	Post Ref:	
Section:	Exchequer Services	Grade:	6
Responsible to:	Team Leader (Operational)		
Responsible for:			

JOB PURPOSE

The efficient processing of pensions administration relating to the Local Government Pension Scheme.

PRINCIPAL WORKING CONTACTS

Pensions Manager
Assistant Pensions Manager
Pensions Officer
Senior Pensions Assistant
Other staff of the Section, other departments, outside bodies and scheme members.

MAIN DUTIES

Process pensions for local authorities and admitted bodies in accordance with regulations.

Calculate transfers in and out of the Pension scheme.

Calculate estimates, preserved benefits, divorce and concurrency calculations.

Process death benefits for members of the scheme.

Process and reconcile the monthly pensioner payroll to ensure accurate and timely payments.

Check changes of circumstances and any adjustments affecting pensions, using spreadsheets where necessary.

Input/check admissions to the Pension Scheme.

Calculate purchase of additional regular pension at member's request and provide cost options.

Deal with telephone and counter queries according to Customer Care practice.

In the absence of the Team Leader (Operational) and Senior Pensions Assistant, maintain day to day running of the team.

Update employee contributions from various payroll systems.

Support employers with contributions to the AVC providers.

Collate and summarise statistics as required.

Convert qualifying part-time service to reckonable service as required.

Maintain a general knowledge of the regulations pertaining to Pension schemes.

Control the deduction of employee contributions from various payroll systems and liaise with the Finance Department regarding year end balances.

Undertake such other duties as may from time to time be required or as the Director of Finance may direct.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Pensions Assistant

SERVICE/DIVISION/SECTION: Corporate Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	4 National 4s, or equivalent, including English and Mathematics. OR Relevant experience in a pension administration/ payroll role.	Educated to Higher Grade.	Application form.
RELEVANT WORK/OTHER EXPERIENCE	Previous experience of working with Local Government Pension Scheme/Payroll administration.		Application form, interview and references.
PARTICULAR SKILLS/ABILITIES	Good oral and written communication skills. Computer literate. Ability to work within a team. Ability to deal with interruptions, eg telephone queries.	Knowledge of Microsoft Office applications.	Application form, interview and references.
PERSONAL QUALITIES	Honest, adaptable. Ability to get on well with others		Interview and references.
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Satisfactory Basic Disclosure Scotland check.		