

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Pensions Assistant	<b>Grade:</b> Scale 5
<b>Section:</b> Pensions Shared Service	<b>Directorate:</b> Finance
<b>Responsible to following manager:</b> Team Leader – Data Management	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> Various	<b>Last review date:</b> Feb 2024

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

1. To be responsible to the Team Leader assisting with the effective and efficient management of the Pensions Shared Service covering all its participating authorities.
2. For all participating authorities, to undertake the administration of pension related policies, practices and procedures for the Local Government Pension Scheme (LGPS) with particular reference to the calculation of all benefit entitlements.
3. To have knowledge of the LGPS, relevant compensation schemes, HMRC (maximum benefits and social security entitlements) and pensioner payroll.

4. To undertake an approved course of study with the Pensions Management Institute (PMI).

### **Specific Duties and Responsibilities**

1. Responsible for the accurate calculations of entitlements to benefits and their payments in to and out of the participating authorities' pension funds and revenue accounts.
2. Responsible for checking and recording new entrants to the LGPS for all participating authorities.

### **Specific Duties and Responsibilities**

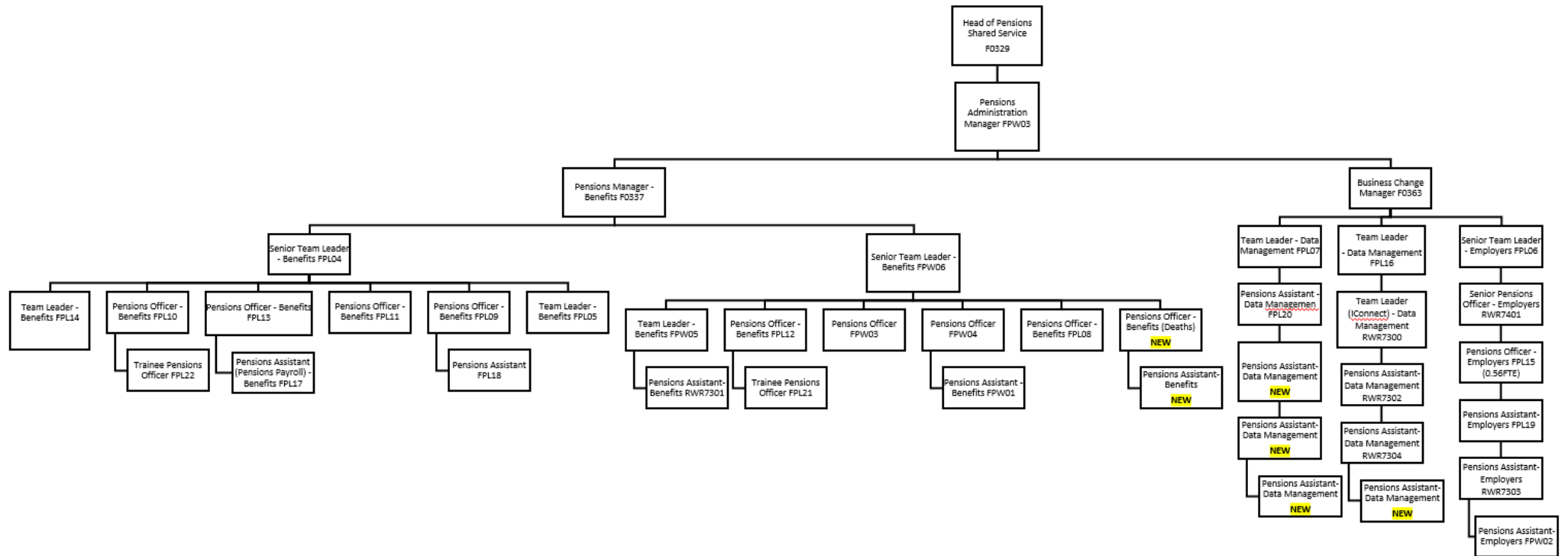
1. In accordance with the provisions of the Local Government Pension Scheme, compensation regulations, employer discretionary policies and overriding HMRC, social security and pensions legislation, calculates entitlements to (and where appropriate the payment of): redundancy or severance, additional contributions, cash equivalent transfer values, refunds of contributions and deferred benefits.
2. Assists with Pensioner Payroll input for new entrants and changes for existing Pensioners ensuring the input is accurate and meets the payroll deadlines each month. Liaises with payroll providers, HR, legal, schools, auditors and other relevant officers providing information and assistance when requested.
3. Enters payment details on the relevant creditor system, ensuring that payments made to and from the respective pension funds and revenue accounts are correctly allocated and recorded on relevant systems to enable accurate data to be extracted for monitoring and reconciling payments.
5. Provides assistance and guidance on pensions generally in writing, on the telephone and in person to all employees answering straight forward enquiries in respect of: additional voluntary contributions, transfers of pension rights, retirement and death benefits, refunds of contributions and permitted maximum benefit accrual.
6. Undertakes scanning and indexing and post distribution within the team, entering relevant workflow tasks on Altair as required.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## Team structure



## Person Specification

<b>Job Title:</b> Pensions Assistant	<b>Grade:</b> Scale 4
<b>Section:</b> Pensions Shared Service	<b>Directorate:</b> Resources
<b>Responsible to following manager:</b> Pensions Manager - Benefits	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> Various	<b>Last review date:</b> January 2023

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge and high capability of using the Microsoft Office packages (e.g. Word and Excel)	✓		A,I
Experience	Essential	Desirable	Assessed
Experience of the LGPS or other DB pension scheme(s)		✓	A,I,T
Skills	Essential	Desirable	Assessed
Proven ability to undertake detailed mathematical calculations accurately. Please note, the interview process includes a numerical assessment.	✓		A,T
Talk confidently to members and be able to explain complex rules or processes in a clear and appropriate way	✓		
Recognise when a procedure or policy is not working as effectively as it could and make suggestions as to how it could be improved	✓		
Organise and prioritise own workload	✓		
An understanding of the Council's commitment to promoting equality, diversity and inclusion and an awareness of the value of staff and service users' differing backgrounds.	✓		
Qualifications	Essential	Desirable	Assessed
Minimum of 3 GCSE's or equivalent at Grades A-C including Maths and English.		✓	A,C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**