Northumberland Council

**JOB DESCRIPTION**

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| **Post Title:** Pensions Administrator | **Director/Service/Sector** Corporate Resources/Financial Services/ Pensions | **Office Use** |
| **Grade:** Band 5 | **Workplace:** County Hall, Morpeth | JE ref: 3042HRMS ref: |
| **Responsible to:** Team Leaders | May 2015 | **Manager Level:** |
| **Job Purpose:** To administer the LGPS in respect of the Northumberland Pension Fund and the Fire & Rescue pension schemes.To provide an efficient service to customers, dealing with any queries that may arise on any pensions matter, including advice and information to scheme members, deferred members, pensioners and participating employers.To accurately maintain electronic pension records. |
| **Resources** | Staff | Not required to manage staff |
| Finance | Day to day administration of the County’s scheme’s including calculating cash amounts |
| Physical | Office equipment and extensive pension/personal data and software. |
| Clients | Members of the Pension Fund, elected members, legal services/representatives etc. the external employers who use the pension fund |
| **Duties and key result areas:**1. Calculation, payment and notification of all retirement and death benefits in respect of the Northumberland Pension Fund, including requests for estimates of benefits and benefits in relation to councillor members of the scheme. Providing scheme members with appropriate information in relation to their pension options on retirement e.g. conversion of pension to lump sum, use of AVC funds.
2. Calculation of estimates and payment of all Cash Equivalent Transfer Values out including Divorce calculations and the setting up of pension sharing orders, where appropriate providing information of scheme members, Courts and solicitors.
3. Assisting with periodic fund valuation work as required.
4. Work related to bulk transfers, where a group of staff transfer employer.
5. The preparation of data needed by the actuary for the purposes of establishing a new employer’s contribution rate or carrying out a termination valuation.
6. Calculating pension credits relating to the receipt of cash equivalent transfer values.
7. Assist with the annual award of pension increase and other reviews as necessary.
8. Administrators will check estimates of retirement benefits and the calculations of Deferred Benefits.
9. Assisting in the training of new staff as required.
10. When carrying out the duties of the post, statutory and other deadlines must be met and performance standards maintained.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.** |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | Possible transport needsFlexibleNormally office based environment |

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**PERSON SPECIFICATION**

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| **Post Title:**  Pensions Administrator | **Director/Service/Sector** Finance/ Financial Services/ Pensions | Ref: 3042 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Good standard of general education including numeracy and literacy
* Knowledge of Local Government Pensions Regulations, or the Regulations appertaining to another Public Service Pension Scheme
* Knowledge of overriding legislation in order to fulfil statutory obligations in a specialised field.
* Knowledge of Inland Revenue Benefits Limits
 | * Institute of Payroll and Pensions Management (IPPM) (Pensions option), or Studying for Membership of Pensions Management Institute – PMI
* Firefighters pension scheme’s
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| **Experience** |
| * Experience in working with Microsoft applications
* Experience of the LGPS or other public service pension scheme admin
* Experience of computerised pensions admin systems
* Experience of fulfilling overriding pension scheme legislation.
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| **Skills and competencies** |
| * Ability to deal sympathetically but effectively with the relatives of deceased pension holders
* Must be able and willing to work in a flexible manner if required.
* Ability to accurately interpret complex legislation relating to pensions admin
* Ability to accurately interpret complex technical guidance on pension administration issued by the Inland Revenue and Contributions Agency and managers.
* Must possess good communication skills and be able to give advice and information on pension matters
* Must work in an organised and systematic manner
* The ability to work as part of a team, to have and promote respect of colleagues
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| **Physical, mental and emotional demands** |
| * Ability to work on own initiative, to organise and prioritise workloads with minimal supervision, to work under pressure to a high level of accuracy to meet strict deadlines
* Emotional demand working with relatives of deceased members on probate and legal related issues etc
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| **Other** |
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