

JOB DESCRIPTION

Job Title: Pension Support Clerk
Directorate: LGSS Finance
Service: LGSS Pension Service
Reports to: Team Leader (Operations)
Grade: : F
Location: One Angel Square
Hours: 37

JOB PURPOSE:

To support other pension staff and provide financial information to existing and previous members of the various Schemes and also to employers to allow fully informed decisions to be made. To respond to enquiries from stake holders within the various pension schemes administered. Assist in completion of various projects.

CORPORATE & JOB SPECIFIC ACCOUNTABILITIES

Office Support (30%)

- Ensure an accurate, confidential and effective service by maintaining an effective scanning solution on a daily basis ensuring all documents are scanned and indexed, in accordance with the policies and procedures of the County Council and relevant legislation
- Deliver an efficient and customer focussed service, by processing and responding to incoming communication via the intranet and internet), taking messages, copying and distributing information as necessary
- Assist in maintaining supplies to facilitate the smooth running of the office
- Undertake general clerical and administrative tasks to support the service as required
- To work on own initiative, scheduling and prioritising own workloads and to continually challenge established administration and system practices, seeking more effective and efficient solutions.
- To support pension staff on various daily, weekly, periodic and ad hoc projects

Management Support (25%)

- To support the Governance Manager and his team in the administration of the Pension Fund Board and Investment Sub Committee of both Pension Funds
- To provide administrative support the Governance Manager and his team in procurement initiatives
- To provide administrative support the Governance Manager and his team in risk management and business continuity initiatives
- To undertake arrangements for officers and members of the Pension Service and Investments to attend conferences and seminars
- To maintain the Training record of both members and officers, to support the learning of others.
- Ensure that members and officers Training needs assessments are kept up to date

Health & Safety (5%)

- Take action to reduce the risk to self and others
- Contribute to maintenance of a health and safe working environment.

Role Specific (35%)

- Ensure understanding of core business of the Section.
- Undertake other tasks and responsibilities as required to assist the delivery of Council services
- To maintain up to date knowledge of Local Government Pension and other relevant impacting legislation to ensure accurate information is provided to members.
- To perform on-line input for new starters, leavers, opt outs/ins, refunds and changes in circumstances, to ensure that the information that is used to calculate benefits is correct. Undertaking incoming transfer assessments and assessing outgoing transfers relating to other local authorities.
- To maintain a good knowledge of Altair pensions computer system and knowledge of other relevant systems used in the section, to ensure accurate records are held regarding members, to enable accurate calculations to be made.
-

Other duties (5%)

- To provide support, where appropriate to the other Pension Officers in the execution of their respective duties.
- To ensure the Council's equal opportunity and data protection policies are known and adhered to by staff.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.