



Pension Payroll Officer

Grade/ Salary Grade G03 - £25,119 - £26,421

2024 Pay Award Pending

Location: County Hall, Mold with hybrid working

Full Time – Permanent

The Pensions Administration Section within the Clwyd Pension Fund, are looking to recruit an enthusiastic person to join our team. The Clwyd Pension Fund is part of the Local Government Pension Scheme within England and Wales, providing pension benefits to public sector workers.

The Opportunity

This is an exciting opportunity to join a dedicated and professional team who deliver an administration and technical service for 52,000+ members of the Local Government Pension Scheme including a payroll of over 13,500+ members. The Clwyd Pension Fund provides this service for 50+ scheme employers. The Fund has responsibility for the maintenance and calculation of pension benefits for active, deferred and pensioner members adhering to statutory regulations.

About You

In this key role you will work as part of a team providing a professional payroll service to our pensioner members. You will need to work smartly using effective planning, organising and prioritisation of work and have the ability to achieve tight deadlines and ensure that service quality and performance is maintained. A high level of numeracy and IT skills using software packages is essential. We equally value your personal skills. You will need to have well developed interpersonal and oral communication skills and appreciate the importance of customer care. Welsh speaking and writing skills are desirable.

We offer

As one of the largest employers in Flintshire, we offer a minimum of 34 days' (pro rata) annual leave including bank holidays, increasing up to 41 days (pro rata) • Access to the Local Government Pension Scheme • Generous family friendly and work-life balance schemes • Hybrid working (role specific) • Access to a range of development opportunities • Free employee assistance programme (EAP) • Cycle to Work Scheme • Discounts across UK retailers.

In this role you can benefit from our flexible working hours policy and Hybrid working with office days based at County Hall, Mold.

For more information or an informal discussion please contact:

Alicia Howells, Principal Pensions Officer, email: alicia.howells@flintshire.gov.uk



Gyda'n gilydd gallwn ni i gyd helpu
i gadw Sir y Fflint yn ddiogel
Together we can all help to
keep Flintshire safe

