



JOB DESCRIPTION	
Job Title	Pension Payroll Officer
Directorate	People & Resources
Reports to	Pensions Administration Manager
Location	County Hall, Mold
Job Reference/ID Number	
Job Purpose	
<p>To provide an effective and efficient Pension Payroll for the Local Government Pension Scheme ensuring accurate and timely payment of pensions and lump sums.</p> <p>Deal with enquiries from pensioner members, financial advisers and providers, employers and the various internal, regulatory and governing departments.</p> <p>Support Pensions Assistants as appropriate, and be the main point of contact in both their day to day work and ongoing development.</p>	

Principal Accountabilities
<ol style="list-style-type: none">1. Responsible for the payment of pensions to scheme pensioners, dependents and those entitled to compensation payments in accordance with statutory legislation and financial regulations.2. Responsible for the payment of lump sums, death grants, transfer and refund payments in accordance with statutory legislation and financial regulations.3. Responsible for the verification of payments made by calculating tax, check deductions made and complete all report checking.4. Ensure all statutory and non-statutory deductions are accurately recorded and reconciled to enable the correct components to be recharged to the former employers and the holding account. Ensuring all payments are made to relevant bodies, such as, Medicash, Welsh Hospitals and Nightingale House. Reconciliation of the holding accounts to the general ledger.5. Maintain appropriate payroll control procedures for the reconciliation of pension payments to BACS Transmission and accurate year end/year start requirements within revenue timescales.6. To deal with general correspondence and the provision of information in respect of pensions from scheme beneficiaries, HMRC, Benefits Agency and other related bodies.

7. Maintenance of individual pay records and appropriate procedure manuals ensuring all information is up to date.
8. Carry out other financial, supervisory and advisory duties as the Pensions Administration Manager and other senior pensions staff shall determine from time to time.

Supervision/Management of People

None

Employment Checks/Specific Requirement i.e. DBS

None

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification

	Essential / Desirable	How this will be assessed?
Educated to BTEC Higher/NVQ level IV in an appropriate discipline (e.g Finance and administration, Business and Finance) or be able to demonstrate substantial experience in a relevant field	Essential	Application
Be in the possession of CIPP qualification	Desirable	Application

Knowledge and Experience

Substantial knowledge of payroll and pensions payroll is essential	Essential	Applications/Interview
Ability to work in a busy office with minimum supervision and within a team working environment	Essential	Applications/Interview
Good working knowledge of the Local Government Pension Scheme	Desirable	Application/Interview
Knowledge of and empathy with the Welsh language and culture	Desirable	Applications/Interview

Skills

Good numeracy skills and able to demonstrate an aptitude for figures	Essential	Applications/Interview/Assessment
Ability to deal with sensitive pension matters using both oral and written communication skills	Essential	Applications/Interview



Ability to coordinate various parties to ensure that pension payroll deadlines are met	Essential	Application/Interview
Ability to interpret and apply existing PAYE procedures, related pensions and HMRC regulations and overriding legislation.	Essential	Application/Interview
Demonstrate self-motivation, organisation and the ability to plan ahead and prioritise workloads.	Essential	Application/ Interview
Committed to providing exceptional customer care	Essential	Application/Interview
Working knowledge and practical experience in the use of Pensions/Financial administration software	Essential	Application/Interview