

## PERSON SPECIFICATION

**Job Title:** Pensions Assistant

**Directorate & Section/Unit:** Finance – Pensions Administration

**Salary Grade:** Scale 5

### EXPERIENCE:

It is **essential** that the post holder has:

- Considerable experience of working in pensions administration or a similar environment.
- Considerable experience of financial systems.
- Considerable experience of working with and interpreting financial calculations and data.
- Considerable experience working in a customer focussed environment.
- Considerable experience of coordinating financial tasks.
- Considerable experience of extracting and interpreting data.

### KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Detailed knowledge of administering pensions or financial tasks.
- Detailed knowledge of applying financial calculations.
- An ability to extract, present and convey accurate information.
- Detailed knowledge of raising & processing orders and maintaining the corresponding pension and financial records.
- The ability to identify and remove barriers in processes and practices.
- Ability to work to deadlines and within defined quality standards.
- Ability to deal sensitively and appropriately with confidential information.
- The ability to produce documentation in a clear and concise way and to a range of audiences.
- Strong personal and inter-personal skills and the ability to develop and maintain effective partnership working.
- Resilient and deals positively with change.
- Works flexibly, efficiently and effectively, reducing costs and eliminating waste.
- Takes ownership of own work area and personal development.
- Committed to excellence.
- Strives to build effective working relationships with team members and stakeholders.

### QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A level 4 qualification or equivalent compensatory experience.

It is **desirable** that the post holder has:

- ECDL / IT qualification/certificate or equivalent.
- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office.

## ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- The ability to maintain confidentiality as appropriate.
- Willingness to be flexible in hours worked and to accommodate peaks in workload.
- A commitment to equal opportunities and anti-oppressive strategies in employment and service delivery.
- A commitment to providing a high standard of customer service.
- A commitment to Continuing Professional Development.
- Commitment to work as part of a team.

Author: Michael Hudson

Date: 26<sup>th</sup> July 22