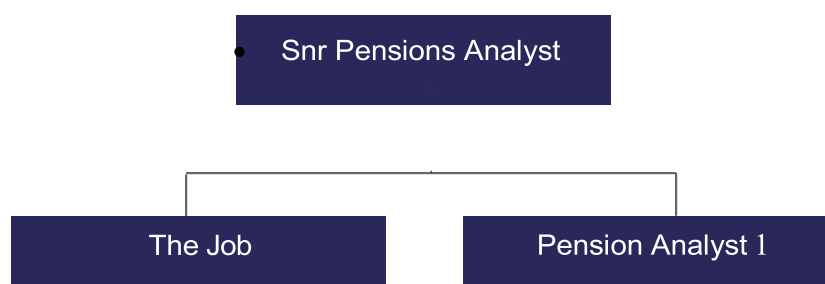


JOB DESCRIPTION

Position title	Pensions Analyst 2	Department	UK Pensions Team
Generic Job title		Segment	Transversal Functions
Team Band	A	Location	Salford
Reports to	Senior Pensions Analyst	Office / Unit name	Data Centre

ORGANISATION STRUCTURE



Job Purpose

- To support the Head of Pensions and Senior Pensions Analyst in the administration and delivery of statutory reporting and adherence to the policies and procedures of various pension, life assurance and income protection plans
- To assist in the planning, preparation and implementation of specific projects and key activities.

Accountabilities or "what you have to do"

- Manage relationships with third party providers to ensure a cohesive service to pension plan members
- Maintain and continue to develop knowledge of UK and ROI pensions
- Maintain relationships with payroll, finance and other HR functions to ensure plans are administered correctly and contributions are processed within statutory deadlines
- Maintain data in relation to the life assurance and income protection plans.
- Produce and reconcile monthly contribution reports to ensure that the company meets its obligations to the Pensions Regulator
- Provide support, training and advice to colleagues, People Services and wider HR colleagues as and when required.
- Administer employee pension plan changes within the SAP HCM system and complete systems testing when required. Writing test scripts, testing specific scenarios and reporting findings to IS&T
- Support the Head of Pensions and Senior Pensions Analyst in the design and implementation of HR projects
- Regularly update Head of Pensions and Senior Pensions Analyst on matters relating to pensions and risk benefits and escalate any potential issues in a timely manner

Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Queries and requests from employees, HR colleagues and third-party providers, are dealt with in a timely manner
- Designated project tasks are delivered within set deadlines
- Knowledge and understanding of pensions rules and regulations continue to reach the required level
- Monthly reports/reconciliations are produced and distributed within agreed-to timescales
- Relationships People Services and wider HR colleagues remain strong and effective
- Administered payments and payroll deductions are error-free and reconcilable
- HR Systems testing is completed to set deadlines, test scripts are thorough and the reporting of passes and failures is accurate

Dimensions

Relationships

Employees, HR colleagues, 3rd party providers, PeopleCentre

Skills, Knowledge and Experience

Essential:

- Experience within a pensions administration role
- Proficient in Microsoft Excel, in particular the analysis, manipulation and summarising of data.
- The ability to resolve day-to-day problems independently
- Knowledge of Pensions procedures, policies and regulations in relation to Defined Benefit and Defined Contribution plans, in particular auto-enrolment
- Strong attention to detail and accuracy.

Desirable:

- Experience of using SAP HR

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Document owner