



# VACANT POSITION

## *PENSION OFFICER I*

### Job Purpose

The Pension Officer I is responsible for the administrative activities of Authority's Pension Plan; working closely with the Investment and Record Keeping entities in which the Authority contracts.

### Main Duties & Accountabilities

- Provides accurate and timely management reports and statistics as required, for actuarial valuation purposes and cooperating closely with the scheme's professional and technical advisers.
- Ensure that accurate and complete records of the members of the Plan are maintained in order to have reliable actuarial valuation.
- Communicates with staff members on the benefits of the Plan and to enhance the general level of understanding of the Plan provisions.
- Manages the registration and retirement process of members of the Plan, ensuring the all necessary documents are completed for submission to the entities in which the Authority contracts.
- Keeping reconciled records to ledger with periodic contributions of employees who are registered with the plan.
- Liaise with the Board of Trustees and Pension Committee on pension related matters.
- Undertakes any other assignments within the scope of the job as directed.
- Supervises the Pension Officer 11

### Authority

The degree of authority within the scope of the job as approved by the Manager, Financial Management Accounting.



## **Qualification & Experience**

A Degree in Accounting from a recognised institution or

An Associate Degree in Accounting or an "A" level Certificate in Accounting from a recognised institution; or CAPE "Advanced level" Certificate in Accounting

## **Required Competencies**

The required competencies for this job are as outlined in the Employee Performance Appraisal and Development System Form.