Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Cynorthwyol – Pensiynau

Post Title - Assistant Pensions Officer

Adran	Gwasanaethau Corfforaethol
Department	Corporate Services
Is-Adran/Adain	Gwasanaethau Ariannol - Pensiynau
Division/Section	Financial Services - Pensions
Gradd/Grade	D
Rhif y Swydd/Post Number	004941
Paratowyd Gan/Prepared by	K Gerard
Dyddiad Paratoi/Date prepared	

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif Ddiben y Swydd
Cyfrannu at wasanaeth gweinyddu pensiynau effeithlon ac effeithiol ar gyfer cynlluniau pensiwn Llywodraeth Leol, yr Heddlu a'r Gwasanaeth Tân
Prif cyfrifoldebau
• Meddu ar y wybodaeth ymarferol ddiweddaraf o rheoliadau pensiwn a ddeddfwriaeth hollbwysig • I ddehongli data aelodau er mwyn i sicrhau y cofnodir yr holl ddata'n gywir ar y system bensiynau • Sicrhau bod manylion am y buddion pensiynau y mae gan y sawl dan sylw hawl iddynt, ac unrhyw newidiadau, yn cael eu mewnbynnu'n gywir yn unol â'r amserlenni talu a bod yr elfennau o'r pensiwn a'r didyniad(au) yn cael eu cofnodi'n gywir • Perfformio cyfrifiadau cywir ym mhob maes gweinyddu pensiynau a chyflogres • Bod yn gyfrifol am ddarparu cyngor cywir a data amserol ar gyfer amrywiaeth o randdeiliaid. • I sicrhau bod holl post a ddaw i law yn cael i sganio a'i lifo i'r system gweinyddu pensiynau • Ymgymryd â dyletswyddau eraill a glustnodir ac sy'n gymesur â chyflog, gradd a chyfrifoldebau'r swydd
Yn gyfrifol am staff/offer
Yn atebol i
Swyddog Datblygu Axis

Meini Prawf Hanfodol
Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol
TGAU gradd C neu uwch (neu gymwysterau cyfwerth) gan gynnwys Mathemateg, Cymraeg neu Saesneg, neu ddangos sgiliau pendant o ran rhifedd a chyfathrebu
Y sgiliau sy'n ymwneud â'r swydd a Galluoedd
Gwybodaeth dda am raglenni cyfrifiadurol Sgiliau cyfathrebu ardderchog ar lafar ac ar bapur Sgiliau da o ran llythrennedd/rhifedd
Gwybodaeth
Profiad
Rhinweddau personol
Bod yn hyblyg o ran eich dull gwaith a gweithio o'ch pen a'ch pastwn eich hun er mwyn bod yn aelod effeithiol o'r tîm ac i uniaethu â phobl ar bob lefel Y gallu i weithio mewn amgylchedd heriol iawn gan gadw at derfynau amser
Meini Prawf Dymunol
Gwybodaeth am ddeddfwriaeth bensiynau hollbwysig a phensiynau cyflog terfynol Profiad o weithio yn y byd pensiynau/ariannol Profiad o weithio ym myd Llywodraeth Leol

SGILIAU IAITH A CHYFATHREBU

Er mwyn diwallu anghenion y bobl sy'n defnyddio ein gwasanaethau, dyma'r lefelau iaith sydd eu hangen. Gallwn ddarparu cefnogaeth resymol i'ch helpu i gyflawni'r lefel hon.

Ansicr ynghylch eich lefel? Gwirio fy lefel iaith

Cymraeg	**Sgiliau Siarad Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
Saesneg	**Sgiliau Siarad Lefel 5**	**Sgiliau Ysgrifennu Lefel 4**
Arall		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Dim Angen Gwiriad DBS**

Adran B – y math o weithlu **Ddim yn berthnasol**

Adran C – A yw'n ofyniad
ar gyfer adnewyddiadau DBS 3 blynedd neu
DBS wedi cofrestru ar y gwasanaeth diweddaru **Dewiswch**

Y RHESWM

UNRHYW WYBODAETH ARALL

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad

Yn barod i dderbyn lefel 2 yn Gymraeg ysgrifenedig a llafar gyda'r ddealltwriaeth y bydd yr unigolyn yn cael hyfforddiant i gyrraedd y lefelau gofynnol ar gyfer y swydd

Main Purpose of Job
To contribute towards the efficient and effective pension administration service for the Local Government, Police and Fire Pension Schemes
Key responsibilities
• To maintain an up to date working knowledge of pension and overriding legislation • To interpret member data to ensure all data is recorded accurately on the pension system. • To ensure the accurate input of pension benefit entitlements and arising amendments to meet pay deadlines and that pension and deduction elements are accurately recorded. • To perform accurate calculations in all areas of pensions administration and pensioner payroll • To be responsible for the provision of accurate and timely data for a variety of stakeholders. • To ensure that all incoming mail is scanned and workflowed onto the pensions administration system. • • To undertake other duties allocated which are commensurate with the salary, grading and responsibility level of the post.
Responsible for staff/equipment
Reporting to
Axis Development Officer

Essential Criteria
Qualifications, Vocational training and Professional Memberships
GCSE passes at grade "C" or above(or equivalent qualifications) to include Maths, English or Welsh, or demonstrable numeracy and communication ability
Job Related Skills and Competencies
Good working knowledge of PC applications Good oral and written communication skills Good literacy and numeracy skills
Knowledge
Experience
Personal qualities
To be flexible in your approach to work and use your own initiative in order to be an effective team member and to relate to people at all levels Ability to work in a demanding working environment and to deadlines
Desirable Criteria
Knowledge of final salary and overriding pension legislation Experience of working in a pension/financial environment Experience of working in Local Government

LANGUAGE AND COMMUNICATION SKILLS

To meet the needs of the people who access our services, these are the language levels required. We can provide reasonable support to help you achieve this level.

Unsure what level you are? Check my language level

Welsh	**Spoken Level 3**	**Written level 3**
English	**Spoken Level 5**	**Written level 4**
Other		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **No DBS check required**

Section B – workforce type **Not Applicable**

Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **No**

JUSTIFICATION

ANY OTHER INFORMATION

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Would be willing to accept a level 2 in both written and spoken Welsh with the understanding that the individual will be provided with training to attain the required levels for the post