Police Pensions Assistant

District/Department	Corporate Finance	Rank/Grade	Band C

Role purpose:	To assist with the administration of the Police Pension Scheme dealing with retirements, transfers and new starters payroll amendments and other duties as requested/required by the team.

Summary of Main Duties:

Calculations of pension estimate and all benefit types

Calculations of increases of specific age events eg. 55yrs, 60 yrs, 65yrs.

Completion of payroll and payment vouchers

Calculations of service entitlements in respect of transfers 'in' and 'out' of the police pension scheme

Preparing of monthly payroll amendments

Completion of documentation to National Insurance Contributions Office (NICO)

Advise police officers and police pensioners on pension matters

Contribute to maintaining the police pension department's statistics and pension records

Contribute to annual tasks, reviews and general support to the Police Pensions Officer and Manager

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency https://profdev.college.police.uk/competency-values/	CVF Level **Level 1 – Practitioner** **Level 2 – Supervisor/Middle Manager** **Level 3 – Senior Manager/Executive**
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*
Essential Criteria (used for short-listing):
Experience of MS Word and Excel packages.
Proven ability in numeracy.
Desirable:
Knowledge of pensions administration.

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