

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Pension Administrator	PAY BAND:
FUNCTION:	People and Learning	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The People & Learning team support with effective on boarding when people join, provide great learning opportunities and support with every other aspect of people management, including pay and reward, development, employee relations, talent, and recruitment	

WHERE YOU WILL FIT









Director of People and Learning	Head of HR Services	Senior Payroll Specialist	Pensions Administrator
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The Payroll Team sits within the HR Services Team. Our aim is to deliver a high-level of customer service to our colleagues through processing of payroll and pensions to administering third party benefits and working alongside other departments within the Trust to deliver financial payroll and pensions data as required.

You will support all colleagues across the Trust with payroll, pensions and benefits, which in turn, allows our colleagues at The Prince's Trust, to focus fully on delivering results and supporting our Young People.

WHAT WILL YOU DO?

-  Fully dedicated to assisting and supporting the payroll team with the administration of our pensions and benefits schemes.
-  Carrying out all monthly pensions and benefits administration tasks and calculations accurately, in a timely manner and in accordance with internal processes and policies.
-  Support pension-related tasks, including handling starters, leavers and changes and managing monthly and annual reports.
-  Responsible for the auto-enrolment processes, ensuring compliance with HMRC legislation and Pension Scheme rules.
-  Undertake ad-hoc duties related to pensions and benefits, supporting the wider payroll team.
-  Liaising with scheme members through a variety of channels including email and telephone.
-  Collaborating with team members and building relationships with supporting teams and external suppliers.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Excellent analytical skills with high attention to detail.	You will be required to analyse data to ensure compliance and accuracy.
Ability to process, collect and input data accurately.	The accurate processing of pension data is of paramount importance to ensure a high level of data accuracy and compliance.
Ability to work effectively as part of a team.	You will be working within a small busy team and will be expected to manage and prioritise your workload.
High level of proficiency in Microsoft Excel.	You will be using Excel on a daily basis and is an integral part of your role.
Ability to complete monthly reconciliations.	You will need to accurately reconcile the pension data each month.
Experience	Why do we need this?
Experience of in-house pension administration.	You will be responsible for administering our pension schemes.
Excellent communication skills both written and verbal.	The role requires regular contact with employees and external stakeholders, so providing good customer service is important.
The ability to work to deadlines and manage workload appropriately.	There are strict payroll and payment deadlines that we must adhere to.






WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of administering in-house benefits schemes.	You will be supporting in the administration of our benefits schemes.
Experience of using SAP SuccessFactors.	SAP is used to process our Payroll.
Experience of working in a payroll or finance environment.	You will be working within the payroll team but working very closely with our finance team.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.