



Job Description

JOB TITLE	Pensions Administrator	GRADE	LG3
REPORTS TO	Deputy Pensions Manager	LOCATION	Methodist Church House, London
DIRECTORATE	Finance and Resources	DEPARTMENT	Pensions Department

JOB PURPOSE AND OBJECTIVES
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JOB DIMENSIONS	
RESOURCES UNDER CONTROL	
<div>Direct reports</div> <div>Identify if the role has full managerial or supervisory accountability and to who</div>	
<div>Resources</div> <div>(e.g. budget control, size of operations under control)</div>	

ROLE ACCOUNTABILITIES (Between 6 and 10)
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ROLE ACCOUNTABILITIES (Between 6 and 10)

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		ffb	
			ffb
	ffb	ffb	
	ffb		
		Q	
			ffb
		ffb	

Person Specification

GRADE LEVEL 3 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
Q			
Proven Abilities, Knowledge and Skills			
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ffb			
ffb Q Q			
ffb			
ffb ffb ffb			
ffb ffb ffb			
ffb Q Q			
ffb			
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GRADE LEVEL 3 — REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
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ffb ffb			
Personal qualities			
ffb			
			Q
ffb			
ffb ffb			
ffb			

Method of Assessment

Q ffbffb ffb ffb Q Q

(We reserve the right to assess any other aspects of the role in a format not previously described)

## TERMS AND CONDITIONS

Health and Safety:	
Equality & Diversity:	
Physical Conditions:	
Remuneration:	
Hours of Work:	
Holiday Entitlement:	
Sick Pay:	
Pension:	
Probationary Period:	
Season Ticket:	