

# JOB SPECIFICATION

|                          |                                                                                                                                                                                                                      |                           |     |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----|
| Job Title:               | GMP Reconciliation Specialist                                                                                                                                                                                        |                           |     |
| Job Role:                | An exciting opportunity to join a team of professionals and play a key part by taking ownership of the GMP Reconciliation process. This will involve handling key aspects and seeing the project through to the end. |                           |     |
| Base Location:           | Chelmsford or Farnborough                                                                                                                                                                                            |                           |     |
| Type of Contract:        | Fixed Term Contract: 12 months duration                                                                                                                                                                              |                           |     |
| Reporting to:            | Daily: Projects and Operations Manager                                                                                                                                                                               | Ultimately: Head of Admin |     |
| Direct Reports:          | n/a                                                                                                                                                                                                                  |                           |     |
| Technical Role? (Yes/No) | Yes                                                                                                                                                                                                                  | Supervised Role? (Yes/No) | Yes |

## Job Purpose/Key Objectives:

Role and responsibilities covering, but not limited to:

### GMP Reconciliations

- Comparison of HMRC contracted-out records v Trustees records
- Identification of members not on Trustee records or HMRC records
- Production and issue of Trustee Project Reports/Updates
- Re-tranching of benefits to allow for recalculation of GMPs
- Full Project Management

### Data Cleanse / Rectification

- Analysis of and updating of data to tPR Common and Conditional required levels
- Benefit Calculations / Rectification
- Full Project Management
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*Plus any additional duties and responsibilities that may reasonably be expected to be undertaken in accordance with the role.*

## Key Skills and Experience

### Essential:

- DB pension administration experience
- Good GMP knowledge and experience of reconciliations
- Exposure to technical issues relating to Pension Scheme legislation
- The ability to work as part of a team and communicate with project stakeholders
- Maintenance of project plans and achieving deliverables

### Desirable:



- Good telephone manner and sound communication and verbal skills
- Literate in word and excel
- Ability to plan and organise work
- Ability to meet tight deadlines and cope with high volumes of work

### Qualifications and Educational Requirements

#### Essential:

- Educated to GCSE grade C and above and/or Higher Education

#### Desirable:

### Personal Attributes:

- Self-motivated and capable of independent working.
- A thorough approach to testing the work they produce, with good attention to detail
- Be hard working and willing to, when required, go the extra mile to deliver on time.
- Friendly disposition
- Calm manner
- Ability to cope with stressful situations
- Takes pride in a professional appearance
- Customer focused.

