

## Person specification template

Post title: Employee Benefits Administrator	
Essential	Desirable
<b>Knowledge and qualifications</b>	
<ul style="list-style-type: none"> <li>GCSE Maths and English grade 5 or better</li> <li>Computer literate</li> <li>Good knowledge of Microsoft Outlook, Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>CII qualifications in Financial Services and/or Pensions</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> <li>Customer service experience</li> <li>Telephone experience dealing with providers and customers</li> <li>Minimum 2 years working experience of Group Personal Pensions and/or Personal Pensions</li> <li>Comprehensive understanding of Auto Enrolment legislation</li> <li>Comprehensive understanding of Net, Salary Sacrifice and Tax for pension contributions</li> <li>Basic understanding of core employee benefit products such as Life assurance, income protection, and private medical insurance</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Financial Services, particularly Group Personal Pensions and Group Risk, with worked experience in an Employee Benefits Team.</li> <li>Experience of processing Letters of Authority and producing Pension summaries</li> <li>Experience of processing monthly pension contribution files with pension providers</li> </ul>
<b>Skills and competencies</b>	
<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>The ability to prioritise work</li> <li>The ability to work under pressure and to set deadlines</li> <li>Good communication skills both verbal and written</li> </ul>	
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>Friendly, personable and confident speaking to all types of people</li> <li>Good sense of humor</li> <li>Honest, open and trustworthy</li> <li>Be flexible and able to adapt to new situations</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>Keen to progress and open to taking relevant professional qualifications</li> </ul>	