

Vacancy: **Case Worker (Fixed Term Contract until 31.03.2018)**
Reference: CWT/SG/09
Team: Pensions Admin Team
Location: Preston
Salary: Dependent on Skills, Qualifications and Experience
Hours: 37 hours per working week

We are looking to appoint two pension administrators to the Casework team who have proven experience of working in a pension's environment. You will be part of a team of staff providing a professional pension service within 'Your Pension Service'.

In this role you will be required to work to strict deadlines and achieve monthly performance targets. You will need to demonstrate a proven ability to interpret and apply complex pension's regulations and the ability to work accurately to deadlines, along with ability to use systems and processes relevant to pension and payroll administration. Candidates must also have excellent written and oral communication skills.

We are looking for motivated and confident individuals who have the ability / experience to work on one's own initiative as well as part of a team and are able to work accurately to deadlines.

As this role will require some face to face interactions with our customers it is essential that candidates are fluent in speaking English and have a minimum Grade C GCSE or equivalent qualification in Maths and English.

Please refer to the Job Description and Person Specification for further details about this role.

The LPP provides an environment of continuous personal and professional development and we will support the right candidate in reaching their full potential.

How to Apply:

You can apply for this role by completing the LPP's application form along with a covering letter by email to careers@localpensionspartnership.org.uk by the closing date below (C.V.'s may be attached to the completed application form).

"LPP is keen to promote a diverse workforce to maximise our ability to provide quality services to all our customers. All applicants who are known to be disabled and who meet the minimum criteria for the role will progress to the next stage of the recruitment process."

Closing date for applications:

Friday 15th September 2017

Maths test and Interviews will be held on:

Week Commencing 18th September 2017

