

Vacancy: Business Support Officer (**Fixed Term Contract to 31st March 2018**)
Reference: BSO (SG09)
Team: Pensions Admin Team
Location: Preston
Salary: Dependent on Skills, Qualifications and Experience
Hours: 37 hours per working week

Are you interested in looking to start or develop your career in Pensions Administration?

An exciting opportunity has arisen for a Business Support Officers to join our busy Pensions Administration team. This is a customer focussed varied role which will include assisting in the provision of a pension's administration service in respect of the pension schemes administered by the Local Pensions Partnership.

The successful candidate will, ideally, have recent experience in a busy financial and/or transactional office environment and proven ability to work effectively on you own initiative as well as being an effective team player. You will need to like working with numbers as you will be expected undertake detailed mathematical calculations accurately.

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.

Full training in Pension Administration will be provided so whilst previous experience advantageous it is not necessary.

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

