



XAFINITY GROUP

«Project Analyst»

Contact information

Contact name	Xafinity Group
Contact phone	08458736138
Location	England, South East, Reading

Job details

Salary	by agreement
Job type	Permanent

Requirements

The ability to manipulate spreadsheet data using formulas, such as Index, vlookup up, Pivot table and Macro is essential.

Organised methodical approach to workloads

Good communication skills

Ability to work within a team towards targets

Can do attitude and takes pride in work

Ability to work on own initiative

Pays attention to detail

Good time management skills

Good standard of education

Job responsibilities

Use of HMRC Shared Workspace and Compendia Pension Administration System.

Preparing, submitting and receiving data.

Manipulating spreadsheet data in order to undertake analysis.

Complete calculations both manually and spreadsheet based of pension benefit data.

Revaluing and devaluing pension benefit data to ascertain any under or overpayment values, reporting results to clients to consider rectification actions.

Undertake rectification actions to member benefits and issue communication.

Project work as directed by Senior Project Analyst or Manager.

Dealing confidently with HMRC, Clients, Scheme Actuaries, Consultants, Providers, Pension Payroll, Members and third parties by phone, email and letter.

Completing bulk updates to the database to ensure that records are accurately maintained.

Providing general support to the Project team.

Ensuring that work is prioritised correctly so that target dates are met.

Monitoring and completion of monthly and annual tasks