



Government of the Republic of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Pension and Leave Officer

JOB SUMMARY:

The persons engaged will be responsible for the processing of Increments and Pension and Leave Records for staff of the Ministry of Finance

REPORTS TO

Human Resource Officer I

DUTIES AND RESPONSIBILITIES:

- Prepares worksheets for Award of Increments to officers
- Request approval for Increments by Comptroller of Accounts
- Notifies the Finance and Accounts section when Increments are approved
- Requests from Ministries / Departments the data necessary for the preparation of Pension and Leave Records
- Responds to request from Ministries / Departments for data necessary for the preparation of Pension and Leave Records
- Prepares Pension and Leave Records on behalf of current and previous members of staff of the Treasury Division
- Answers to complex Audit Queries
- Guides public officers on increments and pension and leave preparation

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the Financial Regulations and Pensions Act
- Knowledge of the Civil Services Regulations
- Ability to extract information from personal files and administrative and accounting records
- Analyse information and compile Pension and Leave Records
- Ability to conduct thorough research on personal files
- Ability to interpret understands Circulars for Ministries and Government Departments
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other members of staff and clients

QUALIFICATIONS AND EXPERIENCE:

- Five (5) O' Levels including Mathematics and English
- Considerable experience (4 to 8 years) processing Increments and Pension and Leave Records
- Experience in Accounting and Auditing processes in the Public Service