

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



Grade V Pensions Specialist

1 year Fixed Term Contract

Human Resources Department

(Under the Governance of Mercy University Hospital Cork CLG.)

This is a fixed term contract for 1 year to undertake a pensions' project to ensure all data relating to the Single Public Service Pension Scheme is collated in a consistent and compliant manner. This role will also support all pensions activity in the MUH.

Responsibilities - The post holder will;

- Support all pensions schemes in MUH
- Specifically for the SPSPS establish the data bank of information and calculations for all activity since 1.1.13 – 30.6.18 and submit to DPER
- Establish all processes and procedures in relation to the SPSPS and set up ongoing reporting arrangements from June 2018
- Issue Annual Benefit or Leaver statement for all members of the SPSPS
- Maintain accurate pension records and calculation for circa 1500 members of the SPSPS
- Maintain accurate pension records for deferred members and pensioners
- Support all pensions activities across all scheme including: Starters, Leavers, Reirements, Projections, Family Law issues, Benefit statements, Transfers etc.

A full job description is available from www.muh.ie/careers

Eligibility Criteria - Candidates:

- 3 years + relevant experience in a senior administration or pensions' administration role
- Preferably with knowledge of the SPSPS, managing multiple demands and complexity a distinct advantage
- Be familiar with employment and pensions' legislation and relevant Hospital and HSE policies, circulars, frameworks etc. and agreement to ensure ongoing CPD
- Pension qualification a distinct advantage
- Project management and superior excel skills a distinct advantage
- Business or related degree/diploma a distinct advantage
- Strong numerical skills and financial acumen
- Excellent MS office skills

Closing date for applications is 1pm, Thursday 29th March 2018

1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

recruitment@muh.ie

2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:
Human Resources, Mercy University Hospital,
Grenville Place, Cork, Ireland

recruitment@muh.ie

Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.