



TEACHERS' RETIREMENT
ALLOWANCES FUND

Pension Analyst

Winnipeg, Manitoba

TRAF Offers:

- Positive, diverse, equitable, and inclusive work environment
- Competitive salary
- Comprehensive benefits package

About TRAF:

The Teachers' Retirement Allowances Fund (TRAF), established in 1925, administers the defined benefit pension for approximately 40,000 active, former, and retired teachers in the Manitoba public school system.

TRAF is governed by a Board that oversees its operations. The Board acts as trustee of the Fund and is ultimately responsible for the administration of *The Teachers' Pensions Act*.

TRAF is committed to a diverse, equitable, and inclusive workplace. Under *The Accessibility for Manitobans Act*, all applicants may request reasonable accommodation, which will be provided throughout the recruitment process.

How to Apply:

Please apply online at
<https://jobs.peoplefirsthr.com/#/jobs>.

For further information about this career opportunity, please contact Jenessa McCrae at
jmccrae@peoplefirsthr.com.

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

Located in downtown Winnipeg at The Forks, **TRAF** (Teachers' Retirement Allowances Fund) is seeking a dedicated **Pension Analyst** to join their growing team. This individual will report to the Director, Actuarial Services and provide support in the administration of the plan, including calculations and correspondence, quality assurance and various actuarial analyses. If you are an analytical and detail-oriented professional looking to make a meaningful impact, we want to hear from you!

As the Pension Analyst, you will:

- Prepare and review pension benefit calculations and correspondence in areas such as service purchases, reciprocal transfers, pension estimates, death benefits, final pensions, unique optional form calculations, payouts and relationship breakdowns.
- Prepare and review calculations and reporting of pension adjustments (PAs), past service pension adjustments (PSPAs) and pension adjustment reversals (PARs).
- Assist with conducting periodic internal audits on pension administration calculations and processes.
- Develop and maintain internal tools and templates in Excel using Visual Basic for Applications (VBA). Ensure related procedure documents are created and maintained.
- Ensure external tools made available to members and employers are accurate, up to date and consistent with internal policies and applicable legislation.
- Develop and enhance documentation on pension administration procedures and policies.
- Assist with research projects on legislation, plan design, funding and actuarial matters.
- Conduct actuarial analyses and prepare communications for presentation to external stakeholders.
- Provide business user subject matter expertise in the user acceptance testing (UAT), implementation and ongoing quality control of the pension administration system.
- Assist with various projects related to pension operations and related technology as the subject matter expert on business processes and system processes.
- Assist with the review and analysis of member service, salary and contribution data (including additional voluntary contributions) to ensure that complete and accurate data is used to perform benefit calculations.
- Perform other duties as assigned.

You and Your Experience:

- Post-secondary degree, preferably with a focus on business, accounting, economics, actuarial science, mathematics or related technical field.
- Minimum of five years of experience in pension plan administration or a related role. An equivalent combination of education and experience will be considered.
- Strong mathematical, analytical and problem-solving skills with exceptional attention to detail.
- Understanding of basic actuarial principles and knowledge of pension and tax legislation would be an asset.
- Demonstrated proficiency in spreadsheets and word processing within the Microsoft 365 environment. Working knowledge of VBA would be an asset.
- Effective communication skills (verbal, listening and writing).
- Ability to perform within a team environment with limited supervision.

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