

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Finance Assistant (Pensions Finance)	<b>Grade:</b> Scale 4-5
<b>Section:</b> Financial Services	<b>Directorate:</b> Finance
<b>Responsible to following manager:</b> Head of Pensions Finance	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b> 1 fte	<b>Last review date:</b> September 2025

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

#### Job Purpose

Supports the Pension Fund Accounting Team in maintaining accounting records for the Pension Fund, South West Middlesex Crematorium Board and Insurance services, focusing on recording cash flows.

The role requires a high level of accuracy and attention to detail and ability to find missing information.

### **Specific Duties and Responsibilities**

- Working with colleagues to ensure that key financial reporting deadlines are achieved in all areas
- Using bank statements and information from Pensions Shared Service to record cash transactions in the Pension Fund bank account.
- Using bank statements and documents provide by the Crematorium to record cash transaction in the South West Middlesex Crematorium Board account.
- Processing journals to correctly allocate income and expenditure for the Pension Fund and South West Middlesex Crematorium Board
- Inputting CHAPS/Faster payments required to make Pension Fund payments including bulk transfers to other Funds
- Inputting payments on the Fund custodian's payment system as instructed and in line with the process notes
- Works collaboratively with the Pensions Shared Service to ensure information is shared and any issues with external bodies can be addressed promptly and effectively.
- Any other duties, which may be required, commensurate with the grade of this post.
- Study towards a relevant apprenticeship level qualification with employer support

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Additional Information

### Tiered Competencies

This role has a linked grade. Progression through the linked grades is dependent on consistently demonstrating all Skills and Abilities up to the officer's current grade and at least 85% of those at the next grade.

#### **Skills and Abilities at Scale 4**

- Accurately input and code cash movements in the finance system
- Meets deadlines if information needed is provided on time
- Asks for missing information in a clear and concise way
- Keeps their supervisor up to date on progress with tasks
- Can switch between tasks as needed e.g. start work on a different area while waiting for information
- Knows when to ask for help or training
- Can perform basic functions in Excel
- Keeps track of progress on all tasks to make sure nothing is missed
- Inputs journals to the finance system
- Offers to help others on the team if they have spare time

#### **Skills and Abilities at Scale 5**

- Works with supervision to set timescales on regular tasks after training
- Accurately inputs journals to the finance system
- Accurately creates purchase orders and other payment documents in the finance system
- Accurately creates invoices in the finance system
- Runs reports in the finance system to show lists of transactions or uncoded income.
- Assists PSS with recovery of overpayment of pension
- Assists with collating and summarising information to support Board reports, statistical returns and external information requests
- Uses Outlook and Teams appropriately to share or ask for information from colleagues
- Works to agreed deadlines and lets relevant colleagues know where there is a problem e.g. waiting on Employer returns
- Checks deadlines for all work and speaks to senior staff if there are any problems or concerns with meeting deadlines.
- Objectively assesses their own abilities and asks for training or guidance to help them complete tasks if needed

#### **Team structure**

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Basic knowledge of Local Government finance		D	A/I
Experience	Essential	Desirable	Assessed
Experience of financial calculations e.g. percentages	E		A/T
Experience of using and designing spreadsheets		D	I/T
Experience of data entry, preferably to an integrated financial system		D	A/I
Skills	Essential	Desirable	Assessed

Accurate data entry	E		I/T
Methodical approach to work, ensuring nothing is missed	E		A/I
Basic spreadsheet (ideally Excel) and email skills, including adding, subtraction, multiplication and division	E		A/T
Ability to study for a relevant apprenticeship level qualification while working, with employer support	E		A/I
Ability to adapt to changes in the work environment and contribute positively to the change process	E		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Maths GCSE pass or equivalent showing core maths skills	E		T/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**

