

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Deputy Head of Pensions Finance	Grade: PO5-6
Section: Financial Services	Directorate: Finance
Responsible to following manager: Head of Pensions Finance	Responsible for following staff: 2 x Accountants 1 x Finance Assistant
Post Number/s:	Last review date: August 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 Head of Pensions Finance in producing the reports and financial statements of the Pension Fund, Insurance and South West Middlesex Crematorium Board as well as managing financial assets and cash balances.

Deputises for the Head of Pensions Finance on operational matters, staff management, as lead officer for Local Pension Board, the role of Treasurer to the SWM Crematorium and on accounting advice and decision making. Pension Fund investment decision making cannot be delegated to this post.

The role requires an understanding of local authority accounting and investments and the ability to coordinate a varied workload to achieve strict deadlines and excellent communication skills both in writing and in person.

Specific Duties and Responsibilities

- Lead on the production of timely and accurate financial reports for the Pension Fund including CIPFA compliant year end accounts and investment reporting as required.
- Lead on operational cash management for the Pension Fund and South West Middlesex Crematorium, as well as cash flow projections for Pension Fund investments.
- Lead on accounting for the Insurance function of Richmond and Wandsworth Councils in line with proper accounting practice, while providing financial management support to the service.
- Support the Head of Pension Finance in ensuring the Pension Fund's compliance with governance requirements, including the Pensions Regulator's Code of Practice, and the Pension Fund Annual Report.
- Lead on setting up processes and documents required by new initiatives such as Good Governance Review and Climate Reporting
- Work proactively with colleagues in Financial Management to ensure that key financial reporting deadlines are achieved in all areas
- Ensure the financial systems for the Pension Fund and the South West Middlesex Crematorium accurately record all transactions in a timely manner and in accordance with relevant accounting requirements.
- Act as Deputy Treasurer to the South West Middlesex Crematorium Board, producing well written Board reports for budget setting, monitoring, outturn and any other financial issues as well as ensuring the financial advice, support and other services provided by the team are adequate and in line with the SLA.
- Responsibility for ensuring financial returns to the government, actuary and other relevant external partners are accurate and on time.
- Work with the Head of Service on maintaining the Risk Register for the Pension Fund
- Record and monitor training undertaken by Joint Pensions Committee, Local Pensions Board and Pension Fund senior officers, and assist the Head of Service in ensuring training needs are met
- Write and update process notes and procedures for the team for approval by the Head of Service
- Build sufficient knowledge of the work within the team to provide cover for absences and vacancies in key processes.
- Supervision, support and mentoring of the Accountants and Finance Assistant
- Report to Committee on the Pension Fund investment performance versus benchmarks.

- Lead on the implementation of all investment decisions, including the implementation of asset transfers to the London CIV pool resulting from legislative changes.
- Schedule and attend quarterly meetings with London CIV and any other investment managers, for senior Pension Fund officers to discuss asset performance and the strategic direction of the Fund.
- Provide information on asset allocation and performance for the Pension Fund Annual Report.
- Monitor asset allocation against the Asset Allocation Strategy, proactively reporting on movements or potential movements away from the target allocations.
- Organise a monthly Pension Fund Cash Management meeting with the Head of Service and Director of Financial Services, ensuring papers recording current issues and giving recommendations are circulated at least 5 working days before the meeting.
- Any other duties, which may be required, commensurate with the grade of this post.

Linked Grade Progression Criteria

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 PO4

- Identifies changes to proper accounting practice and recommends actions needed to the Head of Pension Finance
- Fully understands the duties and responsibilities of all members of the team and is able to stand in for the Head of Pension Finance in one area
- Has an understanding of the overall priorities of the Financial Services section and proactively contributes towards these priorities without prompting
- Checks and supervises the work of the Accountants and Finance Assistant
- Collates reports for officers, Board / Committee members, external partners and Freedom of Information requests from information provided by managers or financial databases
- Always works to high standards of accuracy, knowing how to check your own work to protect the Team's reputation internally, with external partners and Board and Committee members
- Challenges colleagues and service providers effectively to ensure accurate financial reporting and effective contract management
- Writes regular Committee/Board reports proactively with minimal minor changes by senior officer on review
- Write a draft policy for approval at Committee or Board for a new area to fixed deadlines
- Can respond to complex queries from Senior Managers and Members in a clear and appropriate language
- Identifies incorrect or exceptional data and takes appropriate action.
- Communicates complex financial/non-financial information and its implications clearly and briefly to non-finance managers

- Proposes changes to drive efficiency in the team and with internal and external partners
- Knows when to involve managers in processes to ensure the best outcomes for the organisation.
- Ensures risk management and control is embedded in every process and decision
- Ensures all work (regular and ad hoc) is completed in a timely and accurate manner without prompting from management
- Demonstrates a commitment to proactively improving their own knowledge and skills as well as those of others
- Assists other team members with workload during peak times

Additional Skills and Abilities at P05

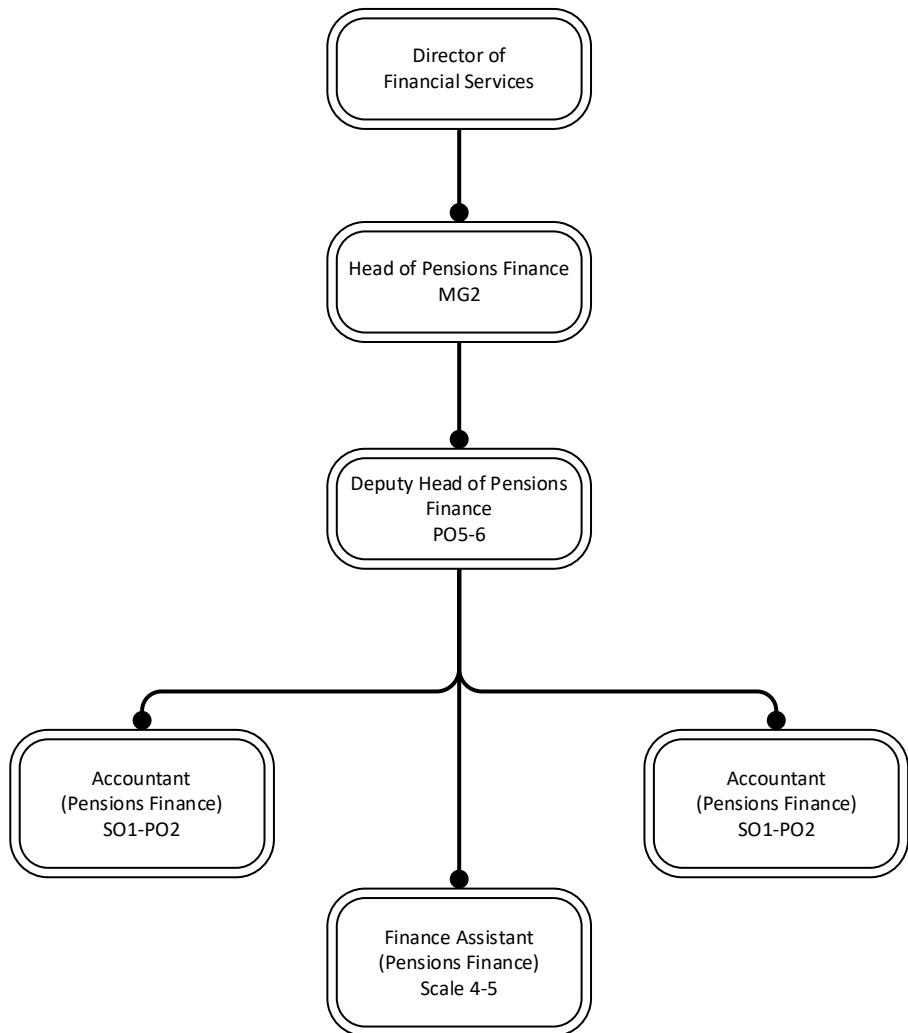
- Deputises effectively for the Head of Pensions Finance as required for operational, Local Pensions Board, South West Middlesex Crematorium Board and all accounting matter.
- Undertakes specific research and produces reports for the Director of Financial Services relating to investment strategies e.g. Climate reporting

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

Team structure



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
Knowledge and understanding of the Local Government finance environment, including the Local Government Pension Scheme.	E		A/I/T
Good knowledge of Pension Fund investments, the valuation process and issues impacting funding levels and investment strategies		D	A/I/T

In depth knowledge and understanding of local governments accounting codes, standards and regulations that apply to local authorities, LGPS pension funds and joint committees.	E		A/I/T
Experience	Essential	Desirable	Assessed
Experience of monitoring a LGPS Pension Fund's Performance and producing regular performance reports and raising performance concerns effectively and appropriately		D	A/I
Responsibility for preparing financial statements for a large public sector organisation in accordance with statutory requirements and accounting standards.	E		A/I
Responsibility for maintaining financial records in a timely and accurate manner throughout the year including regular checking and resolving issues with output or process	E		A/I/T
Experience of providing a finance support service including financial planning and reporting, ensuring non-finance managers comply with financial regulations engage effectively with, budget setting and monitoring in year	E		A/I/T
Experience of financial performance monitoring and reporting including writing clear and appropriately focused Committee or Board reports	E		A/I/T
Responsibility for processing electronic cash transfers working within a verification process and with immovable deadlines		D	A/I
Staff supervision including supporting and training junior officers		D	A/I
Skills	Essential	Desirable	Assessed
Strong analytical skills and ability to interpret and evaluate complex data including clear communication of the outcome to staff at all levels of seniority and expertise	E		A/I/T
Strong oral, written and presentation skills to provide clear and concise communication in a variety of internal and external contexts including briefing senior officers and Committee and Board reports	E		A/I
Strong organisational skills and ability to prioritise a diverse workload for yourself and others while consistently achieving deadlines	E		A/I
Ability to produce clear and concise working papers and process notes showing all relevant calculations and	E		A/I

references to data used which can be used by colleagues with no explanation			
Ability to adapt to changes in the work environment and contribute positively to the change process including making proactive recommendations for efficiency improvements	E		A/I
Qualifications	Essential	Desirable	Assessed
Qualified accountant (preferably CIPFA) or finalist Or 5 years experience of working in a technical accounting role demonstrating ability to read and implement accounting requirements equivalent to a CIPFA finalist.	E		C/A

A – Application form / CV

I – Interview

T – Test

C - Certificate