**Job Profile**

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| **Provisional Job Title:** Pension Fund and Insurance Accountant | **Grade**: PO2-5 |
| **Section:** Financial Services  | **Directorate:** Resources |
| **Responsible to:**Head of Pension Fund and Insurance Accounting | **Responsible for:**n/a |
| **Post Number/s:** | **Date** September 2019 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

Supports the Head of Pension Fund and Insurance Accounting in producing the reports and financial statements of the Pension Fund and related Insurance Transactions, and managing cash flows for the Fund.

The role requires an understanding of local authority accounting and investments the ability to coordinate a varied workload to achieve strict deadlines.

**Specific Duties and Responsibilities:**

* Assisting in the production of timely and accurate financial reports for the Pension Fund including accounting records and investment reporting as required.
* Accounting for the Insurance function of Richmond and Wandsworth Councils in line with proper accounting practice, while providing financial management support to the service.
* Working with colleagues in Financial Management to ensure that key financial reporting deadlines are achieved in all areas
* Ensuring the finance ledger reconciles to relevant records and date held in the Pensions Administration team to ensure the completeness and accuracy of both sets of records
* Ensuring income and expenditure via the Fund’s bank account is completely and correctly reported in the Fund’s accounts.
* Cash management (including giving instructions on cash held by the Fund custodian or investment managers) for the Fund ensuring sufficient liquidity in the Fund bank account to meet payments, and facilitate regular Fund investments
* Provide accountancy services to the South West Middlesex Crematorium Board, including budget setting, monitoring, preparation of quarterly reports to the Board, preparation of final accounts and general financial advice and support.
* Ensuring income and expenditure via the Crematorium Board’s bank account is completely and correctly reported in the Board’s accounts.
* Responsibility for financial returns to the government, actuary and other relevant external partners.
* Build sufficient knowledge of the work within the team to provide cover for absences and vacancies in key processes.
* 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.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the Borough’s of Wandsworth and Richmond services.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Team structure**

For the current structure please go to The Loop.

**Person Specification**

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| **Section:** Financial Services  | **Directorate:** Resources |
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**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive**. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive**. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| Knowledge of the Local Government finance environment. | A/I/T |
| Knowledge of Pension Fund investments, the valuation process and issues impacting funding levels and investment strategies | A/I/T |
| Understanding of the accounting codes, standards and regulations that apply to local authorities, LGPS pension funds and joint committees. | A/I/T |
| **Experience**  |
| Experience of preparing financial statements in accordance with statutory requirements and accounting standards.  | A/I |
| Experience of contributing to yearend financial accounts by producing clear and concise working papers showing the calculation of yearend figures and inputting these figures to the accounts | A/I/T |
| Experience of providing a finance support service including assisting with budget setting and monitoring in year | A/I/T |
| Experience of financial performance monitoring and reporting | A/I/T |
| Experience of processing electronic cash transfers working within a verification process and with immovable deadlines | A/I |
| Experience of providing financial support to non-finance managers  | A/I |
| **Skills**  |
| Strong analytical skills and ability to interpret and evaluate complex data. | A/I/T |
| Strong oral, written and presentation skills to provide clear and concise communication | A/I |
| Strong organisational skills and ability to prioritise a diverse workload and achieve key deadlines | A/I |
| Ability to adapt to a changes in the work environment and contribute positively to the change process | A/I |
| **Qualifications**  |
| Part qualified accountant or 5 years experience of working in a technical accounting role | A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C – Certificate**

**Skills and Abilities at PO2**

* Able to implement proper accounting practice with support from the Head of Accounts
* Seeks opportunities to promote the reputation of the team by ‘going the extra mile’ for both internal and external customers
* Has a clear understanding of their own responsibilities, and is able to prioritise their own workload
* Is willing to ask for help
* Uses financial and non-financial data to produce accurate financial reporting.
* Can brief members of the team on how projections have been calculated
* Is able to recognise miscoding from system analysis, correct the problem (without supervision) and recommend procedures to stop such errors occurring in the future
* Resolves problems and issues as and when they arise
* Able to action urgent Pension Fund investment cash movements in the absence of the Pension Fund Controller.
* Challenges conventional wisdom and the way things have always been done
* Delivers as promised
* Treats everyone fairly and works in a collaborative way with colleagues to achieve the wider aims of the organisation

**Skills and Abilities at PO3**

* Able to identify changes to proper accounting practice and raise with the Head of Accounts.
* Is able to cover some of the analysis work of the Pension Fund Controller in their absence
* Is able to prioritise their own work with no supervision delivering on time – all the time
* Understands the financial priorities of the Directorate and the Section
* Can co-ordinate the reporting process with no supervision
* Can liaise with appropriate managers, advisors etc to resolve issues
* Can brief members of the senior management team on the financial position of the Fund, SWMCB and Insurance and respond to general queries
* Is able to present financial information in the best format suited to the recipient.
* Presents information with no material errors with clear and concise explanations.
* All working papers clear and understood at a glance by any accountant.
* Proactively reviews processes to identify where problems might arise – before they happen
* Identifies new ways of working by looking for examples of good practice both within and outside the council and implements them
* Reviews processes and organises work prioritising the needs of the customer
* Is able to demonstrate a “can do” attitude who is seen as supportive to customers and colleagues

**Skills and Abilities at PO4**

* Identifies changes to proper accounting practice and suggests actions needed to the Head of Accounts
* Fully understands the duties and responsibilities of all members of the team and is able to stand in for the Head of Pensions Accounting 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 Finance Assistant
* Able to collate reports from information provided by managers
* Able to challenge managers effectively to ensure accurate financial reporting.
* Can draft Committee/Board reports for senior officer review.
* Can respond to complex queries from Senior Managers and Members.
* Identifies incorrect or exceptional data and takes appropriate action.
* Is able to communicate complex financial/non-financial information and its implications to non-finance managers
* Demonstrates a relentless drive for efficiency and improvement both for self and team
* Improves own knowledge and skills through personal development
* Can demonstrate that they have worked cross-directorate to improve processes
* Is able to demonstrate a commitment to improving their own knowledge and skills as well as those of others

**Skills and Abilities at PO5**

* Identifies changes to proper accounting practice and how they implement them, getting agreement from the Head of Accounts
* Can deputise for the Head of Pensions Accounting for all areas of work
* Takes a lead role in developing a new process or system, identifying potential issues and suggesting solutions.
* Delivers all project work within deadlines
* Fully supervises the work of Finance Assistant (one to ones, appraisals, etc)
* Is able to lead on budget setting for SWMCB and Pension Fund without supervision
* Able to write quarterly monitoring reports (to senior officers and Members) with little/no supervision
* Can present reports to Committee/Board and respond to Councillors questions in an informed, appropriate manner.
* Analyses complex data and communicates/reports on its importance/implications across the organisation.
* Makes decisions based on sound judgements rather than referring them up the line
* Works at team, directorate and function level to drive efficiency and deliver improved processes
* Can demonstrate that they have taken action to improve processes
* Is recognised as someone who can deliver real benefit to the service and is well respected by their colleagues and peers
1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)