Kent County Council

Job Description: *Pension Fund Accounting and Funding Officer*

Directorate:	**Chief Executive's Department**
Unit/Section:	**Finance / Treasury and Investments**
Grade:	**KSF**
Responsible to:	**Employers' Governance, Compliance and Funding Principal Accountant**

Purpose of the Job:

The postholder will be involved in a wide range of duties and gain experience of the Fund income, and accounting activity as well as oversight of employers, and the Treasury Management activity. This will involve being assigned specific responsibility for certain tasks as well as being part of multi-disciplinary teams as required to deliver projects

Main duties and responsibilities:

- To manage all communication with Fund employers including the generic email account.
- Assist with employer governance work including admissions, cessations and monitoring ongoing adequacy of employer covenant arrangements.
- Prepare cash flows for the actuary as required and issue reports to employers.
- Undertake project work and carry out any other duties associated with the work of the Pensions and Treasury team as may be required from time to time such as employer accounting exercises and triennial valuations
- To undertake the recording of, and accounting for, monies received, in particular employer invoices, into the Pension Fund bank account.
- Monitor income receipt, assist with reporting on KPIs and assist with follow up action in accordance with the administration strategy.
- Issue invoices to employers for the recovery of Fund costs and fees incurred. Monitor employer debts, assist with debtor reconciliation and follow up queries as necessary.
- Assist with the closedown of accounts at year end including year-end reconciliation of employer returns.
- Provide cover for the Treasury Management back office function and administration of the Council's banking arrangements.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Pension Fund Accounting and Funding Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• GCSE Grade A-C or above in English Language or equivalent (Level 2/3 qualification), and • GCSE Grade A-C or above in Mathematics or equivalent (Level 2/3 qualification)
EXPERIENCE	• Experience of working within a finance environment • Willingness to learn knowledge of the Authority's accounting system
SKILLS AND ABILITIES	• Good levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills • The necessary tact, sensitivity, political awareness and professional credibility to establish good working relationships with Senior Officers, Heads of Service and Budget Managers • Excellent IT skills (including use of spreadsheets, word processing and other MS Office and Oracle software) • Able to handle the calculation of complex financial models and the presentation of the results in a clear and coherent format • Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards • Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of services • Commitment to equalities and the promotion of diversity in all aspects of working • Ability to maintain confidentiality
KNOWLEDGE	• Good knowledge of Excel and Word • Knowledge of Oracle • Understanding of KCC and Pension Fund business • Understanding of basic accounting procedures and financial terms • Awareness of data protection and confidentiality issues

KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making