

## Kent County Council

### Job Description: *Pension Fund Accounts and Investments Officer*

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<b>Directorate</b>	<b>Chief Executive's Department</b>
<b>Unit/Section</b>	<b>Finance / Treasury and Investments</b>
<b>Grade</b>	<b>KR8</b>
<b>Responsible to</b>	<b>Investments, Accounting and Pooling Manager</b>

#### **Purpose of the Job**

The postholder will be involved in a wide range of duties mainly relating to Fund investment and pensions' income accounting and monitoring as well as Treasury back-office 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 Roles and Responsibilities:**

- Contribute to the closure of the Pension Fund's accounts by the required deadline and to the preparation and publication of the annual Report and Financial Statements of the Fund within statutory deadlines ensuring compliance in all material aspects with appropriate Accounting Standards and the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom.
- Support the timely and accurate recording of the Council's Pension Fund investment transactions on Oracle and reconcile the fund managers' and custodian's records to KCC's records.
- Perform monthly reconciliations of the Pension Fund bank and other account balances as required from time to time.
- Liaise with the Fund's custodian to provide quarterly and annual investment data for the Fund's actuary, the Office of National Statistics, CIPFA, and the Fund's performance measurers, and provide monthly data to custodian as required for investments accounting.
- Assist with the execution of contractual documents for the setting up of arrangements with new investment Managers and/or new markets for investments. To compile the documentation required for participating in Class actions relating to investments.
- Assist senior colleagues with the recording and monitoring of income from pensions contributions and invoices.
- Provide cover for the Treasury back-office function, including maintaining the pension fund cashflow information on a regular basis.
- Support the FOI reporting process on behalf of the Pension Fund and Treasury investment to requests for information under the FOI Act.
- Participate in team projects and carry out any other duties associated with the work of the Pensions and Treasury team as may be required from time to time.

Footnote: This job description is provided to assist the job holder to know what his/her 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 Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 2:1 degree or equivalent qualification</li> <li>• GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification)</li> <li>• GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working within a finance environment</li> <li>• Knowledge of the Authority's accounting system</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills</li> <li>• The necessary tact, sensitivity, political awareness and professional credibility to establish good working relationships with Senior Officers, Heads of Service and Budget Managers</li> <li>• Excellent IT skills (including use of spreadsheets, word processing and other MS Office and Oracle software)</li> <li>• Able to handle the calculation of complex financial models and the presentation of the results in a clear and coherent format</li> <li>• Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards</li> <li>• Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of services</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Ability to maintain confidentiality</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of investment and accounting transactions</li> <li>• Knowledge of KCC financial systems</li> <li>• Awareness of data protection and confidentiality issues</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that</p>

	<p>are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>Exhibit the Finance behaviours of:</p> <ul style="list-style-type: none"><li>• Make it Happen</li><li>• Commercial Perspective</li><li>• Water for Growth</li><li>• Break the Barriers</li><li>• Be Kind</li></ul>
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