Kent County Council

Job Description – *Treasury Administration and Quality Assurance Officer*

Directorate	**Chief Executive's Department**
Division/Section	**Finance / Treasury and Investments Team**
Location	**Maidstone (Hybrid)**
Grade	**KSF**
Responsible to	**Principal Accountant (Treasury)**

Purpose of the Job:

The Treasury and Investments team manages in excess of £500m of cash and £600m of long-term debt on behalf of Kent County Council and 2 other Kent authorities as well as the Kent Pension Fund. It also has responsibility for the oversight of the Kent Pension Fund which has a value of some £7bn.

The postholder will be principally responsible for providing the back-office support to the treasury management function as well as administrative support for the council's cash and banking operations. They will also maintain accounting records for the treasury and investment activity as well as the Pension Fund.

Accountabilities:

1. Provide the Treasury back-office function ensuring the dealer has accurate and timely information on which to base their investment decisions and manage the process for settlement of any investments.

2. Monitor and support compliance with approved treasury management strategies, the Council's treasury management practices and service level agreements.

3. Establish and maintain effective relationships with the Council's Treasury advisors, the back offices of approved counterparties, fund managers, custodians, and brokers.

4. Support updates to the Council's bank accounts and associated signing mandates.

5. Support transactions through the FIS money market fund portal and access to investment funds. Maintain up to date records of all investment and borrowing transactions on the TreasuryLive system. Ensure all KCC and Pension Fund Treasury transactions are accounted for in the Council's Oracle Cloud financials system.

6. Maintain up to date information on all operational cash flow forecasts. Prepare monthly and quarterly statutory returns and provide weekly and monthly activity reports to all stakeholders. Assist in preparation of quarterly performance monitoring reports to KCC management.

7. Assist in the preparation of the Council's annual accounts.

8. Act as an administrator for the Council's online banking service and assist with the management of the relationship with the Council's bankers. Manage a periodic review of active Bankline users.

9. Act as an administrator for the Treasury and Investments team SharePoint site which is the key information repository for the team.

10. Administer the Oracle Cloud procurement process for services required by the Treasury and Investments team, and the Pension Fund, liaise with the payments team and maintain the contracts register.

11. Carry out other duties associated with the work of the Treasury and Investments team as may be required from time to time.

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.

Kent County Council

Person Specification - *Treasury Administration and Quality Assurance 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	Educated to A Level / NVQ 4 or equivalent, and /or proven ability to deliver the requirements of the post
Experience	Experience of working within a finance environment
Skills and Abilities	Good levels of interpersonal and organisational skills
	Good IT skills in Microsoft Office (Excel)
	Ability to communicate effectively, both orally and in writing with staff at all levels as well as with external organisations
	Ability to meet fixed, non-negotiable deadlines and still maintain high-quality standards
	Problem-solving ability
	Team worker and ability to work under own initiative
	Ability to maintain confidentiality
	Commitment to equalities and the promotion of diversity in all aspects of working
Knowledge	Good understanding of financial systems and control processes
	Interest in understanding investment types
	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 And exhibit the Finance behaviours of: • Making it happen • Commercial Perspective • Water for Growth • Break the Barriers