

## Kent County Council

### Job Description – Accountant level 2 Treasury

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<b>Directorate</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section</b>	<b>Finance / Treasury and Investments</b>
<b>Location</b>	<b>Maidstone</b>
<b>Grade</b>	<b>KR10</b>
<b>Responsible to</b>	<b>Pension Fund and Treasury Investments Manager</b>

### Purpose of the Job

The post is responsible for assisting with the provision of the treasury management service to Kent County Council, 3 other local authorities and the Kent Pension Fund. This involves the management of some £600m of investments and £900m of debt and ensuring the Council acts within the CIPFA Code of Practice for Treasury Management.

### Accountabilities

1. To assist the Principal Accountant (Treasury) with the investment and debt management activity for Kent County Council (KCC), the Police and Crime Commission for Kent, Kent Fire and Rescue Authority, Swale Borough Council and the Kent Pension Fund in accordance with the Council's Treasury Management Practices and the CIPFA Code of Practice for Treasury Management in Local Authorities, in accordance with annual Treasury strategies
2. To develop and maintain good relationships with approved counterparties, brokers, banks, custodians and the Government Debt Management Office to support an effective Treasury Management activity.
3. With assistance from the Council's treasury advisors provide monthly updates to the Treasury Management Advisory Group (TMAG) and prepare reports on quarterly and annual treasury management activity for senior KCC finance management and external parties.
4. With assistance from the Council's treasury advisors develop the Council's ESG policies. Monitor and report on the performance of the Council's investment managers.
5. To build and maintain 12 month and 3 year rolling cash forecasts in order to ensure all the organisations concerned have adequate funds available to cover cash commitments.
6. To assist with the preparation of the Council's annual TM strategy and quarterly updates and to prepare quarterly updates on the Council's TM and Prudential Indicators.

7. Ensure all TMP's, the Treasury Operations Manual and other documentation are regularly, at least annually, reviewed and updated.
8. To enhance, develop and maintain KCC's day to day relationship with its bankers, monitor agreed service levels and act as administrator for the Bankline electronic banking services. Maintain up to date records of KCC bank accounts, account for associated costs and ensure appropriate banking arrangements are set up to support new business processes.
9. Provide support for KCC businesses with payment card arrangements and administration of authority-wide merchant services ensuring KCC is compliant with PCI DSS (Payment Card Industry Data Security Standards).
10. Undertake the authorisation of Treasury payments on the NatWest and Lloyds online banking portals on a rota basis.
11. 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.

## Kent County Council

### Person Specification – *Accountant level 2 Treasury*

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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>Qualifications</b>	<ul style="list-style-type: none"><li>• Part Qualified Accountant (CCAB) and/or proven ability to do the job</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a finance role including a high level of valid technical accounting skills</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• High level of interpersonal and organisational skills</li><li>• Problem-solving ability</li><li>• Ability to communicate effectively, both orally and in writing at all levels, including good report-writing skills</li><li>• Ability to communicate with senior managers and members within KCC and external investment managers</li><li>• Ability to deliver business objectives whilst successfully managing pressures arising from competing demands, deadlines and priorities, and with minimal supervision</li><li>• Research, analytical and interpretive skills</li><li>• IT skills in Microsoft Office, Oracle and web-based programmes</li><li>• Ability to maintain confidentiality</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of investment and debt instruments, transaction processes involved as well as related accounting requirements including understanding of financial controls</li><li>• Knowledge of banking systems and processes</li><li>• Knowledge of KCC financial systems</li><li>• Understanding of budgeting, budget monitoring and year end closure of account processes</li><li>• Awareness of data protection and confidentiality issues</li></ul>

**BEHAVIOURS  
AND KENT  
VALUES**

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:

- Make it happen
- Commercial Perspective
- Water for growth
- Break the barriers