

Job Title	Senior Pension Fund Finance Officer
Directorate	Strategic and Corporate Services
Unit/Section	Finance / Treasury and Investments
Grade	KR9
Responsible to	Treasury and Investments Manager

Purpose of the Job

The team provides the accounting and investment monitoring service to the Kent Pension Fund now valued at £6bn, as well as governance oversight of the 600 employers in the Fund. It also provides a Treasury Management service to KCC, 3 other local authorities and the Pension Fund, managing some £500m of investments and £900m of debt.

This is a developing role on a team which is seeing its workload grow and change as a result of the increase in the employer membership of the Fund and the greater complexity and value of its treasury management and pension fund investment activity.

The postholder will be supporting the development and maintenance of a robust administrative and accounting service to the Pension Fund, assisting with the effective oversight of participating employer membership arrangements and supporting the Treasury Management activity. The postholder will also assist with the streamlining of the team's core processes.

Accountabilities

1. Assist senior colleagues with arrangements for employers joining the Fund and manage the process of renewals, terminations and contract extensions. Liaise with legal advisors and other external parties and maintain the admitted body bond register.
2. Manage the employer database ensuring accurate and up to date records are kept of employers in the Fund. Develop and maintain a close working relationship with colleagues in the Pensions Admin employer liaison team to ensure employer issues are resolved in a timely manner.
3. Responsible for the Fund and employer information on the Pension Fund website ensuring it is up to date, relevant and consistent with LGPS regulations.
4. Assist with the management of the process for recording and accounting for employer contributions and other income.
5. Undertake the collection and analysis of data required by the Fund actuary for the preparation of all actuarial reports for employers including their annual FRS102 and IAS19 reports, and respond to queries.
6. Assist senior colleagues and the Fund actuary with the triennial valuation process including the collection and analysis of data and the resolution of queries plus the distribution of reports and implementation of the results.
7. Undertake the monthly reconciliation of the Fund's bank and debtor accounts and contribute to the annual closure of accounts process, including the preparation of

information required by the actuary. Undertake the annual reconciliation of employer returns and provide the additional analysis required for the Fund's report and accounts.

8. Prepare monthly KPI monitoring reports for senior management and quarterly employer activity reports for the Superannuation Fund Committee and Pension Board.
9. With other team members cover the Treasury back office function and undertake the monthly Treasury management reconciliations for both KCC and the Pension Fund.
10. Assist with the administration of KCC's merchant card arrangements.
11. Manage the team's SharePoint site, participate in team projects and carry out any 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 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.

Kent County Council

Person Specification

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 Experience in LGPS administration
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	Knowledge of the Authority's accounting system Working Knowledge of the LGPS regulations Awareness of data protection and confidentiality issues
Behaviours	Support the three Kent Values: <ul style="list-style-type: none"> • Open • Invite Contribution and Challenge • Accountable <p>by demonstrating the associated behaviours that are relevant to this role.</p> <p>And exhibit the Finance behaviours of:</p> <ul style="list-style-type: none"> • Making it happen • Commercial Perspective • Water for Growth • Break the Barriers