

Kent County Council

Job Description: *Senior Pension Fund Finance Officer - Governance*

Directorate: Chief Executive's Department
Division / Section: Finance / Treasury and Investments
Grade: KR9
Responsible to: Employer Governance, Compliance and Funding
Senior Accountant

Purpose of the Job

The postholder has responsibility for providing administrative support to the Fund and assisting with the effective oversight of participating employer membership arrangements.

Accountabilities

1. Assist with arrangements for employers joining the Fund in particular admission bodies, 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.
3. Work with colleagues on the employer liaison team on the development and maintenance of effective systems and procedures including iConnect to ensure that employing bodies in the Kent Fund pay their contributions and other amounts due in accordance with the LGPS Regulations on a timely basis.
4. Develop and maintain a close working relationship with colleagues in the employer liaison team to ensure employer issues are resolved in a timely manner.
5. Assist with the collection and analysis of data required by the Fund actuary for the preparation of 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. Prepare quarterly employer activity reports for the Pension Fund Committee and Pension Board which includes contribution monthly KPIs.
8. Manage the Fund's communications with employers and third parties. Ensure information published on the KCC and Pension Fund websites is up to date, relevant and consistent with LGPS regulations.
9. Develop and maintain the team's SharePoint site.
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.

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: *Senior Pension Fund Finance Officer - Governance*

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 NVQ level 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	<ul style="list-style-type: none"> • Good levels of interpersonal and organisational skills • Excellent 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	<ul style="list-style-type: none"> • Knowledge of the Authority's accounting system • Working knowledge of the Local Government Pension Scheme, and the regulatory backdrop concerning employers in the LGPS. • Awareness of data protection and confidentiality issues
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of</p>

	<p>Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>And exhibit the Finance behaviours of:</p> <ul style="list-style-type: none">• Make it happen• Commercial Perspective• Water for growth• Break the barriers
--	--