

Kent County Council
Job Description – *Accountant level 2 Investments*

Directorate	Strategic and Corporate Services
Division / Section	Finance / Treasury and Investments
Location:	Maidstone
Grade	KR10
Responsible to	Investment, Accounting and Pooling Manager

Purpose of the Job:

As a member of the Pension Fund investment, accounting and pooling team the postholder will assist with the provision of the day to day accounting and investment monitoring service to the Pension Fund.

The postholder will assist the Head of Pensions and Treasury with the development and implementation of the Kent Fund's Responsible Investment (RI) policy. This will involve supporting members of the Pension Fund committee as well as working closely with the Fund's investment managers and advisors.

The postholder will represent the Kent Fund on the development and implementation of the ACCESS pool RI and voting policies.

The total value of the Kent Pension Fund is now £7.4bn.

Accountabilities:

1. Assist with the closure of the Pension Fund's accounts by the required deadline and contribute 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.
2. Undertake monthly and quarterly reconciliations, including those of investment, cash and debtor balances.
3. Lead on the Kent Fund's development of its RI policy and implementation of processes for monitoring and reporting on Responsible Investment.
4. Provide administrative support to the Responsible Investment working group. Organising, directing and supporting their regular meetings. Produce analysis, record the decisions of the group, prepare resulting documentation and reports for the Superannuation Fund Committee.

5. Engage with investment managers and consultants to enhance the portfolio management of Responsible investing and monitoring of voting functions, development of voting policies and compliance with the Stewardship code.
6. Responsible for publishing information to the Fund website on the progress made on the Fund's RI policy and provide resource to respond to Freedom of Information requests on RI.
7. Manage the Fund's response to upcoming requirements from MHCLG's consultation for LGPS adopting the Task Force for Climate Related Disclosures and to future reporting requirements in respect of social and governance issues.
8. Responsible for maintaining the Fund's relationship with the PRI (and others as appropriate) and development of its membership of the IIGCC.
9. Support the development of the ACCESS pool's RI and voting policies including representing the Fund on the ACCESS pool working group.
10. Maintain the Pension Fund risk register and prepare quarterly reports for the Board and Committee.
11. Prepare and monitor the Fund's business plan and budget required to deliver the plan and report progress to the Board and Committee.
12. Undertake the authorisation of Treasury payments on the NatWest and Lloyds online banking portals on a rota basis.
13. Undertake project work and management of change to improve business and reporting / monitoring processes for the Pensions and Treasury team.

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