

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

TO AN
EXCITING
FUTURE

RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

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Closing date: **20th August 2021**

**Your Pensions and Treasury
Stream application
pack includes:**

Introduction to
Kent County Council

Job description

Recruitment selection criteria

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Working for Kent County Council



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July 2021



APPLICANT INFORMATION PACK

Dear Candidate

Reference your application for the post of Pensions and Treasury Stream Graduate Programme

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

IMPORTANT NOTE to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- Refer to the person specification and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for, please provide examples.

First Sift Recruitment Exercise/Shortlisting

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback after the decision has been made.

Introduction to Kent County Council

Visit our website at www.kent.gov.uk

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.4 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone. More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, Occupational Therapists, Celebratory Officers and Customer Service Assistants in Libraries. Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading edge public sector organisation.

Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership.
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery.

[The Strategic Delivery Plan](#) is our business plan for 2020-2023. In light of COVID-19, this has been revised to focus on those critical activities for 2020-21.

Our business plan plays an important part in delivering the outcomes of our strategic statement, [Increasing Opportunities, Improving Outcomes](#).

Before the pandemic the Council was consulting on its new, [draft 5 year plan](#). However, this was paused and the County Council have now produced an [Interim Strategic Plan](#).

Political Arrangements

The County Council has 80 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	61 members
Labour	7 members
Liberal Democrats	6 members
Green Party	4 members
Independent Groups	2 members

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transportation
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
Derek Murphy	Cabinet Member for Economic Development

Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of [six Corporate Directors](#).

Our four directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation and Waste, Regulatory Services, Economic Development, Community Safety and Emergency Planning, Libraries, Registration and Archives, Sport and Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk and Environment, Sustainability and Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.

Children, Young People and Education Directorate

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption and Fostering, Standards and School Improvement, Skills and Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment and Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion and Attendance, Early Intervention and Community Learning and Skills and Disabled Children and Young People Teams.

Strategic and Corporate Services

The Directorate supports the delivery of our front-line services. The Directorate leads and coordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance and Law, Infrastructure, Policy and Strategic Commissioning including Procurement and Business Intelligence and Public Health

Job Description

Job Title:	Pension Fund Graduate Accounting Trainee
Directorate	Strategic and Corporate Services
Unit/Section	Finance / Treasury and Investments
Location	Maidstone
Grade	KR8
Responsible to	Investments, Accounting and Pooling Manager

Purpose of the Job

The team provides the accounting and investment monitoring service to the Kent Pension Fund now valued at £7.6bn, 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 £800m 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 increasing complexity and value of its pension fund investment and treasury management activity.

The postholder will be involved in a wide range of duties and gain experience of the Fund investment and accounting activity as well as oversight of employers, and the Treasury Management activity. This will involve being assigned specific responsibility for certain tasks as well as being part of multi-disciplinary teams as required to deliver projects.

Main Roles and Responsibilities:


1. Assist senior colleagues with the implementation of the recommendations of the recent review of the Governance of the Kent Pension Fund. In particular undertake the development and maintenance of a new governance framework and suitable policies and procedures for the Fund.
2. Provide support to colleagues for the development of the Pension Fund's approach to responsible investment and the development and maintenance of Fund monitoring and

reporting arrangements. Liaise with fund managers and produce analysis and reports for the RI working Group and the Fund Committee.

3. Contribute to the closure of the Pension Fund's accounts by the required deadline and 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.
4. Undertake the timely and accurate recording of the Council's Pension Fund investment transactions on Oracle and reconcile the fund managers' and custodian's records to KCC's records.
5. Develop and maintain an effective relationship with the Fund's property manager and undertake the accurate and timely recording of income and expenditure information on its property portfolio.
6. Liaise with the Fund's custodian to provide quarterly and annual investment data for the Fund's actuary, the Office of National Statistics, CIPFA, and the Fund's performance measurers.
7. Monitor investment management costs for both pooled and non-pooled investments and provide reports to senior management, the ACCESS management team and the Committee.
8. Assist senior colleagues with the oversight of Fund employers ensuring compliance with regulations and codes of practice.
9. Gain the knowledge and skills needed to provide cover for the Treasury back-office function.
10. Manage the FOI reporting process on behalf of the Pension Fund and Treasury investment to requests for information under the FOI Act.
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.

KCC's Main Roles and Responsibilities:

1. To communicate a clear vision of what a Graduate Accounting Trainee should achieve, and to provide the support and guidance necessary to achieve this.
2. To identify appropriate placement opportunities to meet the organisational needs and the



personal development needs of the graduate.

3. To provide a structured training plan to develop the Graduate Accounting Trainee's career, help to identify appropriate professional membership and career progression routes, and support them in studying for an appropriate qualification.

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.

Person Specification: Pension Fund Graduate Accounting Trainee

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.

As part of this Graduate Programme there is a requirement to undertake an an Accountancy Professional Apprenticeship (Level 7) Apprenticeship Standard therefore we are unable to accept applications from those with an equivalent/higher level IT related qualification e.g. a Masters Level qualification in Accountancy.

Qualifications	<ul style="list-style-type: none">▪ 2:1 degree or equivalent qualification▪ GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification)▪ GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification)▪ Willingness to work towards the Level 7 Accountancy Professional Apprenticeship
Experience	<ul style="list-style-type: none">▪ Experience of working within a finance environment▪ Knowledge of the Authority's accounting system
Skills and Abilities	<ul style="list-style-type: none">▪ Good levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills▪ The necessary tact, sensitivity, political awareness and professional credibility to establish good working relationships with Senior Officers, Heads of Service and Budget Managers

	<ul style="list-style-type: none"> ▪ Excellent IT skills (including use of spreadsheets, word processing and other MS Office and Oracle software) ▪ Able to handle the calculation of complex financial models and the presentation of the results in a clear and coherent format ▪ Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards ▪ Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of services ▪ Commitment to equalities and the promotion of diversity in all aspects of working ▪ Ability to maintain confidentiality
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge and understanding of investment and accounting transactions ▪ Knowledge of KCC financial systems ▪ 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>Exhibit the Finance behaviours of:</p> <ul style="list-style-type: none"> • Make it Happen • Commercial Perspective • Water for Growth • Break the Barriers • Be Kind
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The Pensions and Treasury Graduate Programme – An Overview

What's Involved

The Kent Pension Fund and Treasury (PF and T) stream is a challenging and exciting way to start your finance career in the public sector.

This is a 3-year development programme on a team of professionals which provides the accounting and investment monitoring service to the Kent Pension Fund now valued at £7.6bn, as well as governance oversight of the 600 employers in the Fund. The team also provides a Treasury Management service to Kent County Council, 3 other local authorities and the Pension Fund, managing some £800m of investments and £900m of debt.

During your time on the programme, you will be involved in a wide range of duties to broaden experience including spending time in each area of the team experiencing first-hand how that area works and how it relates to the workings of other areas of the function. This will involve being assigned specific responsibility for certain tasks as well as being part of multi-disciplinary teams as required to deliver projects.

Projects to be undertaken include the development of the Fund's governance framework, the development and monitoring of the Fund's approach to responsible investment and establishing arrangements for the pooling of the Fund's investments.

You will also contribute to the overall workload of the team in areas such as accounting, investments, treasury management and investment monitoring.

Training and development

As a trainee on the Pension Fund and Treasury stream you will get the opportunity to study for an Accountancy Professional Apprenticeship (Level 7).

There are also graduate workshops to develop personal skills, organisational knowledge and networking links within the council.

Location

Candidates can expect to work in Maidstone. However, you will be required to work flexibly and will be fully supported to do this, with the necessary induction, management and equipment.

Entry Requirements

- a 2:1 degree or equivalent in any discipline
- a GCSE in Mathematics or Economics - grade A to C or equivalent (new grades 4-9)
- a GCSE in English Language - grade A to C or equivalent (new grades 4-9)

All overseas applicants must have the UK equivalent. See our equivalency table to check if you meet our academic requirements.

Working for Kent County Council

Salary and Status

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Whole Time Employment

The person appointed will be required to devote their whole time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counseling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Vacancy Timetable

Closing Date for Receipt of Applications: This post will close at midnight on Friday 20th August 2021.

Candidates will be invited to complete a first sift activity: Monday 23rd August – Sunday 5th September 2021.

Final Stage Interviews: Shortlisted candidates will be invited to attend interview on Thursday 30th September 2021

Start Date: Successful applicants will join KCC on Monday 25th October 2021.

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.