

## Kent County Council

### Job Description – *Pension Fund & Investments Officer*

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<b>Directorate</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section</b>	<b>Finance / Pensions and Treasury</b>
<b>Location</b>	<b>Maidstone</b>
<b>Grade</b>	<b>KR8</b>
<b>Responsible to</b>	<b>Investments, Accounting and Pooling Manager</b>

### **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 duties 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. 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.
3. Undertake timely and accurate accounting operations such as income and cash reconciliations, recording the Council's Pension Fund investment transactions on Oracle, and reconciling the fund managers' and custodians' records to KCC's records.

4. 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.
5. Monitor investment management costs for both pooled and non-pooled investments and provide reports to senior management, the ACCESS management team and the Committee.
6. Assist senior colleagues with the oversight of Fund employers ensuring compliance with regulations and codes of practice.
7. Gain the knowledge and skills needed to provide cover for the Treasury back office function.
8. Manage the FOI reporting process on behalf of the Pension Fund and Treasury investment to requests for information under the FOI Act.
9. 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 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: *Pension Fund & Investments Officer*

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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>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification), and GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within a finance environment</li> <li>Willingness to learn knowledge of the Authority's accounting system</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills</li> <li>The necessary tact, sensitivity, political awareness and professional credibility to establish good working relationships with Senior Officers, Heads of Service and Budget Managers</li> <li>Excellent IT skills (including use of spreadsheets, word processing and other MS Office and Oracle software)</li> <li>Able to handle the calculation of complex financial models and the presentation of the results in a clear and coherent format</li> <li>Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards</li> <li>Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of services</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>Ability to maintain confidentiality</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of investment and accounting transactions</li> <li>Knowledge of KCC financial systems</li> <li>Awareness of data protection and confidentiality issues</li> </ul>
<b>VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul>