

**JOB DESCRIPTION**

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| **Post Title** |  | Pensions Officer – Finance and Accounting |
| **Grade and Salary Scale:** |  | L SCP 37 - 39 |
| **Department and Service:**  **Responsible To:**  **Post Ref:** |  | Pensions Governance and Investments  - Finance, Governance and Support  Deputy Head of Pensions – Governance and Reporting  R0000149 |

**Purpose of the Post:**

The post-holder will assist with the design of defined business processes, liaising with third parties, and other Pensions Officers and Investment Team Members as required. The role will also require the holder to represent the Pension Governance and Investments Section and deputise for the Deputy Head of Pensions – Governance & Reporting, and occasionally the Head of Pensions Governance and Investments.

The Pensions Officer – Finance and Accounting will be provided with support and assistance to reach the highest desirable qualification level.

**Duties and Responsibilities**

1. When required, deputise for Deputy Head of Pensions – Governance and Reporting in their absence, and taking a share of responsibility for ensuring the Governance and Reporting Team and whole department runs smoothly. When required, providing guidance to key stakeholders (including the Committee, Board, and elected Members) and represent the Pensions Governance and Investments Section at meetings within the Council or with external bodies.
2. Working with other team officers, to ensure all investment transactions, holdings values, asset balances and costs are recognised, balanced, reconciled and accurately recorded in the accounting ledger.
3. Utilise and manage the Middlesbrough Borough Council financial accounting systems (Agresso), to ensure all investment accounting is accurately undertaken to enable periodic management and year-end financial accounts to be compiled for the Fund Committee and Board.
4. Maintain accurate investment accounting records and assist with investment transaction settlement, recording and reporting.
5. Prepare and extract reports to prepare accounting records and other information as required for Internal and External auditors to examine and liaise with them as required.
6. Work with external support providers as required, (including the outsourced Kier Pensions Administration service and Middlesbrough Council’s Finance and Accountancy Sections), on a daily and operational basis.
7. Ensure all finance and investment accounting support and reporting is accurately prepared and ready to present to deadlines to senior stakeholders including the Committee and Board.
8. Ensure all accounting records are comprehensive and maintained; and prepare for, manage and take a lead working with Internal and External Auditors to ensure the Fund Annual Accounts are prepared in accordance with CIPFA guidance and IFRS, and satisfactorily signed off without qualification.
9. Lead with the development and production of Pension’s annual budgets, and three year, medium term forecasts for presentation to the Fund’s Committees, as part of the Annual Business Plan.
10. Assist the Pensions Governance and Investments senior management team through budget monitoring and calculating the quarterly outturn projections.
11. As a member of the Pensions Governance and Investments Section:

* Contribute towards the effective management and running of the Service and the achievement of the Service’s aims, and support the development and implementation of Service projects and initiatives.
* Support and advise key stakeholders’ (including elected Members) on professional obligations as they relate to pensions and investments.
* Work in partnership with the senior managers and other staff members in Pensions Governance & Investments leading the service towards the achievement of the overall Pension Fund vision by pursuing best practice and innovative ways of working.
* Develop positive, influential and productive internal and external partnerships.

1. Demonstrate leadership and management of the Pensions Fund to achieve financial, legislative and policy objectives through an appropriate work ethos and culture.

**Corporate Responsibilities:**

* We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
* You will
  + Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
  + Respect all confidentialities and principles and practices of the Data Protection Act.
  + Comply with Health and Safety policies and legislation.
  + Be committed to continuous personal development, including Middlesbrough learns.
  + Demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.



PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

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| **PASSIONATE about Middlesbrough**   * Believe in Middlesbrough * Be proud to work for the Council * Have a ‘can do’ attitude |

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| **INTEGRITY at our heart**   * To be open, honest and transparent * Communicate well with others * Treat others with respect |

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| **CREATIVE in our thinking**   * Always look to improve * Find solutions to problems * Positive to change |

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| **COLLABORATIVE in our approach**   * Engage and consult with others * Seek feedback from others * Understand the needs of others |

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| **FOCUSSED on what matters**   * Understand the Council’s and my own priorities * Put the customer first * Deliver against expectation |

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|  | **Essential**  **X** | **Desirable**  **X** |
| **QUALIFICATIONS:** |  |  |
| 1. A good standard of general education demonstrating numeracy and literacy commensurate with this post. | **X** |  |
| 1. Minimum qualification in accountancy (at AAT level). | **X** |  |
| 1. Working toward being fully qualified CCAB. |  | **X** |
| 1. A good understanding and knowledge of advanced accounting and reporting software platforms (ideally Agresso). | **X** |  |
| **KNOWLEDGE & EXPERIENCE:** |  |  |
| 1. Good knowledge of Local Government Pension Scheme and experience at a senior level. |  | **X** |
| 1. Good knowledge of financial services legislation and regulations and experience at a senior level. |  | **X** |
| 1. Previous experience in financial management and accounting. | **X** |  |
| 1. Significant understanding of LGPS accounting policies and principles. |  | **X** |
| 1. Ability to communicate effectively to a wide range of audiences both internally and externally to achieve corporate and service objectives. | **X** |  |
| 1. Computer literate user of Microsoft Word, Excel and Internet Explorer. | **X** |  |
| 1. Experience of managing own workload. | **X** |  |
| 1. Experience of delivery against tight deadlines. | **X** |  |
| 1. Experience and track record of self-development. | **X** |  |