



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE: Finance Officer

GRADE: Band 5

RESPONSIBLE TO: Investment Manager

Overall Objectives of the Post:

To provide financial and administrative support to the Pensions Service.

Key Tasks of the Post:

1. *You will assist the Senior Finance Officer in providing a comprehensive financial service for the Pensions Service. You will:*

- Assist the Senior Finance Officer in providing a comprehensive financial management service for the income and expenditure of the Pensions Service.
- Assist in the recording, reconciliation and monitoring of the collection of "Strain on the Fund" contributions to the Fund.
- Assist in the administration of BACS and other returns from the bank.
- Assist in the preparation of returns to government departments and other organisations.
- Prepare and input financial data into the journal entry system (Oracle).
- Assist in the production of invoices to employers of the scheme with regards to pension recharges and other miscellaneous income.
- Assist in the reconciliation and clearance of suspense codes.
- Assist in the production of information required by the Pension Fund's Actuary on a monthly basis for Unitisation.
- Be able to make extensive use of spreadsheets.

2. *You will provide assistance to the Investments Office, as required. You will:*

- Assist in the input of data in relation to investment transactions.
- Assist with data reconciliations.
- Assist in the reconciliation of the finance package with regards to the property portfolio to the Pensions Funds financial system (Oracle).
- Assist in the collation of Investment Manager's voting records.

3. *You will provide assistance to the Treasury Officer, as required. You will:*

- Assist in the input of data in relation to treasury transactions.

- Assist with data reconciliations.
- Assist the cover for the Treasury Officer.

4. *You will provide assistance in the preparation of the Pension Fund Accounts. You will:*

- Assist the Finance Officer in preparation of accounts relating to income from employers and members of the Fund.
- Assist the Finance Officer in preparation of accounts relating to the payment of pensions and other charges to the Pension Fund.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: BC/KDS

Date: 11/11/2020