

Job Title: Investment Accountant (Treasury & Pension Fund)

Grade: 11

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth.
- Live in thriving and sustainable communities.
- Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens.
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Staffordshire Pension Fund has a significant impact on the cost of employing staff and as a result, contributes to the Council's vision and values, as well as the visions of many other Public Sector organisations across Staffordshire. The Fund has its own governance arrangements, independent management, and commissioning arrangements. The service also provides the Council and other Partner organisations with a risk managed Treasury Management Service.

Staffordshire Pension Fund Objectives

- To ensure sufficient funds are available to meet liabilities as they fall due for payment.
- To minimise employer contributions and keep them reasonably stable.
- To balance risk and reward.
- To comply with Pension Regulations and statutory requirements.
- To be accountable to and address the needs of our wide range of stakeholders, including c115,000+ scheme members, 400+ employing bodies, the National Scheme Advisory Board, the Pensions Regulator and the Department for Levelling Up, Housing and Communities.

The Treasury & Pension Fund Service is the lead commissioner for the Pension Fund with key accountabilities for strategic insight, implementation of the delivery model, monitoring and review including providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management.

As part of a risk managed treasury management service, the Treasury & Pension Fund Service is also responsible for providing the Council and local partner organisations with the management of day-to-day investment and borrowing decisions and providing support on all related activities.

Reporting Relationships

Responsible to: Senior Investment Accountant (Treasury & Pension Fund)

Responsible for:

Key Accountabilities:

1. Implement the Council's Annual Treasury Management Investment, Commercial Investment and Borrowing Strategies and contribute to the effective implementation and delivery of the Pension Fund Investment Strategy.
2. Accountable for preparation and distribution of Treasury Management Panel Agendas and provision of monitoring information for the Council and Commissioner for Police, Fire and Rescue and Crime.
3. Responsible for monitoring and reporting on the costs of administration falling on the Pension Fund, preparing annual Pension Fund Cash flow forecasts and monitoring the Fund's Total Expense Ratio (TER).
4. Responsible for producing Treasury Management Reports (on prudential limits, investment strategy and performance) for the Council, Police and

Fire Authorities and assisting in the preparation and distribution of information for the Pensions Board, Pensions Committee, Pensions Panel and Pensions Consultative Forum as appropriate.

- 5.** Responsible for the production of the Pension Fund Accounts and Annual Report.
- 6.** Responsible for managing the Treasury Management Risk Register; in addition, contribute to the management of the Pension Fund Risk Register.
- 7.** Responsible for the production and monitoring of annual cashflow forecasts and budget estimates for interest on balances and average rate calculations for the Council and Commissioner for Police, Fire and Rescue and Crime.
- 8.** Undertake regular Treasury Management activities, making short-term borrowing and investment decisions within the appropriate strategy.
- 9.** Support the procurement and monitoring of the Council's and other public bodies' pension funds, banking arrangements, external cash managers and external advisers.
- 10.** Responsible for the preparation of accounts for Endowment Funds including reporting to the Charity Commission (annual reports and returns). Attendance at Charity and Trusts Committee meetings as the Council's finance representative to present on financial matters.
- 11.** Assist with the management and monitoring the performance of a small team of professionally qualified staff.
- 12.** Responsible for ensuring the tax compliance and efficiency of the Pension Fund, both in the UK and overseas.
- 13.** Responsible for the production and maintenance of Treasury Management Practice Notes and Pension Fund procedure manuals for the team.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> Membership of a CCAB body preferably CIPFA. 	A
	Knowledge and Experience <ul style="list-style-type: none"> Minimum of 2 years post qualifying experience in a finance function. Understanding and experience of application of pensions legislation and governance. Good understanding of how the role of pensions regulators and advisors relate to the working of the local scheme. Thorough understanding and experience of preparing pension fund accounts within recognised audit standards. Understanding of financial services procurement and relationship management processes. Experience of creating investment performance and risk management reports, including the analysis of prevailing market conditions, portfolio construction and benchmark indices, to communicate and inform decision making. General understanding of investment strategies, financial markets and asset classes. Awareness of the responsibilities of the custodian and procedures for reconciling information from investment managers. Good working experience of actuarial methods, standards and practices, including valuation, outsourcing and bulk transfers policy. Detailed understanding and significant experience of working within the CIPFA Code of Practice in Treasury Management. Excellent understanding of local government finance in general and of specific issues relating to Treasury Management and Pension Fund Accounts. IT literate with a sound understanding of the capabilities of modern accounting systems, especially Integra. 	A/I

	<p>Skills</p> <ul style="list-style-type: none"> • Ability to develop and present logical proposals for action which engage and persuade stakeholders. • Ability to apply cost benefit models, and assess reports, financial information, financial management tools and techniques in the selection of suppliers. • Ability to manage supplier selection, monitor supplier performance and effectively resolve problems through proactive and timely communications. • Ability to build influential relationships with senior individuals and work with a variety of stakeholders at all levels, both internally and externally. • Excellent interpersonal and communication skills in order to explain and influence the ideas and practices of the investment industry to key stakeholders. • Ability to work flexibly and creatively to meet changing priorities. • Ability to supervise the work of professional colleagues in a finance function. • Ability to achieve agreed performance standards to specific deadlines. • Self-motivated and able to work under own initiative. 	<p>A/I/T</p>
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This post is designated as a casual car user.



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300