

# Job Description

## For Qualified Financial Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Senior Accountant - Pension Investments	JEID	FQ006
Salary Grade:	Grade O		
Team:	Pensions and Investments		
Service Area:	Finance		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Pensions and Investments Manager		
Responsible for:	n/a		

#### Role Purpose

To support the provision of high quality cost effective financial support, advice and assurance to the Council and the Warwickshire Pension Fund.

To support the County Council's financial framework processes, including those which enable the preparation of financial information and reporting and the integrity and robustness of financial information in respect of the pension fund.

To oversee the pension fund investments, accounting, and financial management functions, providing expert advice to senior managers, Members, and committee and board members on all related matters.

#### Role Responsibilities

To liaise with external organisations and advisers in the management of the Pension Fund's investments.

To provide reports, information, and advice to support senior managers and pension fund boards and committees in exercising effective management of the fund.

To maintain an up to date knowledge and understanding of statutory, regulatory, and best practice developments in respect of pension fund accounting and investing.

To support the development of key fund planning and strategy documents, for example the business plan and investment strategy statement.

To ensure statutory and statistical returns are completed in accordance with their requirements.

To provide monitoring information to the fund as required to assist in the management of the administration of the fund, for example in relation to cash flow, client contributions, or the overall costs of the fund.

Lead on the production of the annual accounts and annual report for the Pension Fund.

To provide advice and information in respect of the pension fund to ensure the County Council correctly reports pension fund activities in its accounts.

Monitor fund performance and in liaison with fund advisers provide information and advice to the fund on fund performance, including the provision and presentation of monitoring reports to committees.

To support the development of investment options and associated business cases.

Liaise with the fund actuaries and other employers as required.

To manage any contracts related to these responsibilities, ensuring contract standing orders are adhered to, for example in respect of fund advisers, the fund custodian, and the Border to Coast Pension Partnership.

Ensure that financial records are maintained to appropriate standards and take steps to ensure that relevant systems and processes remain fit for purpose.

To maximise the efficiency of the cash management of the pension fund through a bespoke treasury management strategy and appropriate strategic cashflow planning, and update the actuary regularly for asset and liability tracking.

Ensuring appropriate documentation is in place for funds held, for example overseas tax forms.

Build and maintain good working relationships and professional peer group support with partners funds in the Border to Coast Pension Partnership.

Provide support to procurement processes for new funds, and provide support to processes to transition funds.

Ensure investment practice documents are up to date for current developments and are being adhered to in practice.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Finance Professional - Qualified Level 6
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### Main Tasks

- Manage a Specialist Unit (reporting directly to a Third or Fourth Tier Officer) or be responsible for a specific technical area of work.
- Produce a Business Plan and be responsible for the delivery of its activities.
- Provide strategic (financial) advice to senior managers and elected members.
- Be responsible for final accounts closure for the service area.
- Be responsible for financial and statistical returns.
- Prepare reports to Committee and Senior Managers.
- Undertake reviews and identify improvements to existing procedures and / or systems.
- Undertake the monitoring of the specialist area activity at directorate / corporate level.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Substantial post professional experience including experience of managing a significant area of service within a Finance environment	A/I
The ability to demonstrate a high degree of complex problem solving skills	A/I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing, including the ability to convince others to adopt a course of action which is not necessarily their preferred approach	A/I
The ability to work within a broad policy framework using managerial discretion over a very broad area of activity	A/I
The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A/I
Experience of managing others within a Finance environment	A/I
Experience of developing significant policies/ practices which impact across a broad area of the organisation	A/I

The ability to pull together plans/develop solutions through the introduction of new/original thinking	A/I
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## Desirable Criteria

Assessed By:

Highly developed Microsoft software skills	A/I
Evidence of experience of using financial systems	A/I
A commitment to customer care and continuous improvement in service quality	A/I
Demonstration of continuous professional development	A/I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors

<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	