JOB DESCRIPTION

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| **JOB TITLE** | Senior Fund Accountant |
| **GRADE** | EPO12 |
| **REPORTING TO** | Head of Finance & Risk |
| **JD REF** | BUS |

PURPOSE

Manage and deliver a sound and effective financial, management and technical accounting service operations for MPF pension administration and investment management services. The role supports the Head of Finance & Risk in delivering financial management & reporting, financial control, treasury management and compliance functions of Merseyside Pension Fund ensuring the Pension Fund’s financial affairs are properly administered. To provide financial support and advice to officers, employers and auditors.

Main duties and responsibilities

1. To manage the core financial planning and reporting function and assist the Head of Finance & Risk in maintaining a Fund overview of all financial activity.

2. To develop, lead and train a specialised team of finance officers within MPF Finance with specific responsibility for financial planning and financial reporting for a major pension fund.

3. To oversee and be responsible for the core financial systems (ERP) within MPF, ensuring a strong and robust control environment.

4. To be responsible for the production of the statutory annual statement of accounts complying with statutory requirements and professional standards. Liaise with WMBC regarding inclusion into the WMBC statutory account, the production of the full and abridged financial statement for the Pension Fund in compliance with Pension Funds SORP, UK GAAP and IFRS as appropriate.

5. To review, interpret and analyse complex accounting technical guidance and develop systems, working practices and structures to ensure proper accountability and compliance with statutory and professional standards.

6. To manage the statutory external audit, by ensuring all records are made available for the external audit and they are of an appropriate standard, and to provide appropriate input and manage the input of others into that audit.

7. Responsible for providing the appropriate budgeting and financial information to support both the annual budget process and longer term financial planning.

8. Responsible for providing the appropriate level of financial monitoring and control to meet to ensure the stability of the budgetary position.

9. Liaising as appropriate with officers of Fund employers and other organisations on financial matters.

10. Compile and submit appropriate claims and statistical returns to government departments in accordance with the due dates.

11. Review the published accounts and business plans of existing and applicant employers who are designated as Admitted Bodies within the Fund and provide senior officers with an opinion of the financial strength of the entity.

12. Act as Fund Administrator and trainer for electronic banking facilities with both the Fund’s banker and global custodian.

13. Be responsible for supervising the treasury management function, consistent with the Investment and cash flow objectives of the Fund

14. Be responsible for the timely and efficient completion of the monthly valuation process, and the subsequent co-ordination of performance measurement data.

15. In conjunction with the Fund’s Actuaries, co-ordinate the production of FRS102/IAS 19 data for employers within the Fund

16. Ensure that appropriate records are maintained of private equity and property holdings, and details of contingent liabilities.

17. Be responsible for the Fund’s compliance function. To monitor compliance of staff with Fund policies, legislation and best practice.

18. Be responsible for all aspects of the Fund’s tax arrangements; develop and implement tax efficient strategies for Fund’s UK and international investments; monitor the filing and reclamation of tax; oversee the Fund’s VAT arrangements; oversee the taxation arrangements for Pensions Administration.

19. Maintain the integrity of the Pension Fund’s Financial systems and its continued development including the provision of appropriate training for its users.

20. Responsible for the on-going reconciliation of the financial ledger with other supporting systems.

21. Such other duties commensurate with grade as may be required from time to time.

Role specific knowledge, experience and skills

Qualifications:

* Full relevant professional qualification recognised by CCAB (CCAB qualification or equivalent).
* Participating in a Continuous Professional Development (CPD) program.

Experience:

* A record of post qualification experience that demonstrates direct, comprehensive, regular and successful delivery of the tasks involved whilst receiving indirect supervision.
* In depth experience of budget preparation and financial monitoring
* In depth experience of producing a set of statutory accounts, subject to external audit and publication.
* In depth experience of treasury management
* In depth experience of compliance

Knowledge and skills:

* Ability to work to and meet statutory, internal and external deadlines.
* Ability to prepare detailed financial reports.
* Ability to use financial and management information systems.
* Ability to work with complex excel spreadsheets and other Microsoft programmes
* Knowledge of up to date financial legislation and standards

DESIRABLE knowledge, experience and skills

Qualifications:

* Investment qualification

Experience:

* Experience of local government or pension fund accounting
* Experience of preparing a set of final accounts for pension funds
* Previous experience of managing staff
* To have regularly provided financial advice to senior officers

Knowledge and skills:

* Awareness of the role of the post within the Fund and across the Division
* Ability to communicate complex financial matters to varied audiences.
* Ability to resolve financial issues on own initiative.
* Demonstrate initiative and motivation in order to improve existing practice.
* Confidence in dealing with other departments and organisations.
* Awareness of the local government pension scheme regime
* Knowledge of financial markets/investments

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

dATE OF APPROVAL: 21/03/2023

APPROVED BY: Donna Smith, Head of Finance & Risk