

## Job Profile

**Job Title: Pension Fund Accountant**

**Job Grade: Level 4 Zone 2**

**Pay Range: £47,394 - £54,222**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

**The Finance service in Camden has an ambitious vision to ensure delivery of a high-quality, value-added service with excellent financial controls.** We will do this through an exciting journey of change, challenge, and innovation.

To deliver on this aspiration, our finance team is expected to work in a collaborative way within the council, and with our residents and partners. It is important that we provide a service that always reflects best practice and is streamlined and efficient. To achieve this, we will continue to invest in our teams to ensure they are properly resourced and skilled to provide sound, relevant financial advice and innovative solutions to support service pressures, demonstrate initiative and lead a solution focused service.

### About the role

You will be responsible for the accounting framework for the Pension Fund managing the income and expenditure (known as the Pension Fund Account), Balance sheet (Net Assets Statement) and cash flow for the pension fund with final accounts responsibility for preparing the financial statements and the subsequent audit. You will have frequent interaction and need to build trust with the Pension Shared Service who administer the benefits in the Fund and are based at Wandsworth Council. You will also deal with a variety of consultants and investment managers and be able to understand and pick up detailed and complex financial information ranging from voting issues, to carbon footprints to detailed performance issues with fund managers. You will have demonstrated that you can work with detailed and complex financial requirements and be able to interpret and work with CIPFA codes of practice and accounting standards. You will write quarterly reports to Pension Committee and Pension Board and be able to express yourself well in writing and face to face.

### About you

You will be a competent accountant and have demonstrated this in your career to date. You will be able to explain complex ideas including pensions in an accessible and understandable way. You will be able to demonstrate you can get to grips with and learn a complex area of finance and operate successfully. You will have a keen eye for detail, dealing with millions of pounds and high-volume transactions and can demonstrate you have worked with complex and detailed professional guidance successfully. You should have strong written and communication skills as you will be writing reports to members and senior

officers regularly. Ideally you should be a qualified CCAB accountant or be well on the way to becoming a qualified accountant. Finally, you should be well organised and be able to conclude issues self-managing.

### **Work Environment:**

This is an office-based role but can accommodate working from home as all files and systems are on-line.

### **People Management Responsibilities:**

There are no formal line management responsibilities but from time to time you will be expected to manage an apprentice, work experience or trainee accountant on placements with the team.

### **Relationships:**

The post holder will report to the Head of Treasury and Financial Services. Other key relationships for the post holder will be the Director of Finance and Executive Director Corporate Services, the Council's bankers and the Treasury Accountant, other finance staff, Pension Shared Service personnel based at Wandsworth, systems and HR colleagues, Heads of Finance, Investment Managers, Investment Consultants and Actuaries and many staff at the Fund's custodian.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

**Note:**

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.