

# Pension Fund Analyst

**Salary Range: £44,579 - £50,706**

**Grade: Level 4, Zone 1**

**Location: 5 Pancras Square**

**Reports to: Treasury & Pension Fund Manager**



# About the role

*This is a key role within Camden's Treasury and Pensions team, supporting the Pension Fund Accountant to ensure the effective financial management and oversight of the Camden Pension Fund. The post-holder will carry out complex analytical and compliance tasks that contribute to the fund's investment performance, risk monitoring, and regulatory compliance. This role provides an excellent development opportunity and a clear succession path for those aiming to progress in the LGPS pension finance field, while helping Camden meet its obligations to pension scheme members and deliver long-term value for money for taxpayers.*

# About you

## **About you**

- *Within 12 months, you'll have developed a strong understanding of Camden's pension fund operations and reporting requirements.*
- *You will have contributed to the accurate and timely production of quarterly and annual pension fund performance reports.*
- *You will have acted as a deputy to the Pension Fund Accountant where necessary and taken the lead on technical projects and reconciliations.*
- *You will have developed positive working relationships with the Fund's investment managers, actuary, auditors, and internal stakeholders.*
- *You will be progressing towards a relevant financial qualification and applying that knowledge in practice.*

## **You will:**

- *Assist with financial reporting and investment performance analysis, ensuring data accuracy and regulatory compliance.*
- *Collate and reconcile data across a range of asset classes and investment portfolios.*
- *Support the production of performance reports, annual statements, and Pension Committee documentation.*
- *Maintain accurate investment records and assist with benchmarking and performance monitoring.*
- *Act as a liaison between Camden and its fund managers, actuaries, and auditors.*
- *Assist with compliance tasks, including preparation of statutory returns and risk reviews.*
- *Support strategic governance projects, such as actuarial valuations and asset allocation reviews.*

# The things you'll achieve

## Experience

- *Experience working in finance, ideally within pensions, investments, or local government.*
- *Producing or supporting financial reporting and reconciliations.*
- *Handling complex datasets and working with external advisors or consultants.*
- *Providing technical support or advice to team members.*

## You have

- *AAT, CCAB, CIPFA qualification (or actively studying towards one).*
- *A good understanding of pension fund accounting and investment structures, ideally within LGPS.*
- *Strong Excel and financial analysis skills, including working with large and complex data sets.*
- *Attention to detail, and ability to deliver work accurately and to deadlines.*
- *Experience preparing reports and reconciliations for senior audiences.*
- *Ability to work collaboratively and communicate effectively with*
- *Awareness of ESG principles and how they apply to pension fund investments (desirable).*

# Other important information...

## People management

*This role does not have direct line management responsibilities but will support knowledge-sharing with more junior staff and deputise for the Pension Fund Accountant when required.*

## Work environment

*Hybrid working – you'll be based at 5 Pancras Square in Kings Cross and expected to work at least one day per week in the office. Occasional travel to attend Pension Committee or training sessions may be required.*

## Who you will be working with

*You'll join the Treasury and Pensions team and report to the Treasury & Pension Fund Manager. You'll work closely with the Pension Fund Accountant and liaise regularly with investment managers, the Fund actuary, auditors, and Camden's finance and HR teams.*

## The application process

*Applications will be shortlisted based on the criteria in this job profile. Interviews will include a combination of competency-based and technical questions, with a short test or presentation to assess analytical ability and understanding of pension fund finance.*

# Who we are

## 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.

## Asking for Adjustments

Camden is committed to making our recruitment practices 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)

