## Job Profile Information: Treasury and Pensions Manager

**This supplementary information for the Treasury and Pensions Manager is for guidance and must be used in conjunction with the Job Capsule for Finance Level 5 Zone 1, Camden Way Category 4**

**It 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.**

**Role Purpose:**

To lead on Treasury and Pensions issues, contributing to strategy and supporting the Head of Treasury and Financial Services on these matters.

To oversee operational issues aligned to Treasury and Pension Fund functions and ensure these are efficient, effective, and in-line with professional, legislative, and Council requirements.

## Example outcomes or objectives that this role will deliver:

* Successful co-ordination, drafting and completion of Pensions and Treasury committee reports
* Horizon scanning to ensure the Treasury and Pension Fund strategies are fit for purpose and harness the latest thinking
* Contribute to and inform strategic discussions with the Head of Treasury and Financial Services, Director of Finance and Executive Director Corporate Services
* Ensure member level interactions are effective including Investment management meetings, committee meetings, training opportunities and requests for further information
* Management of the Treasury and Pension Accountant to ensure the aims of the team are delivered
* Successful liaison with consultants, investment managers, custodian and other professionals who are involved with the Treasury and Pension functions
* Deputising for Head of Treasury and Financial Services as and when required at SMT and other meetings
* Clienting of Pension Shared Service to ensure productive working relationship and successful outcomes for the Pension Fund
* Organisation and responsibility for delivering Treasury and Pension Fund accounts in-line with accounting standards and within agreed timetable
* Working with Pension Fund employers to ensure compliance with the Funding Strategy Statement and Pension Fund requirements
* To lead on banking issues with our bankers and achieve successful outcomes
* Oversee the dealing function to ensure treasury activities and cash flow management are effective

## People Management Responsibilities:

The post holder will manage the following posts: Treasury and Pension Fund accountant, Graduate trainees, apprentices and work experience candidates when placed with the team

## Relationships:

Financial Reporting team – constant communication during final accounts and audit process to ensure accounts are prepared on time to required standards

Accountants in Finance – ensure effective communication with GF, HRA and Capital accountants with respect to the treasury and pensions fund functions

Legal Services, Procurement, HR – ensure that the team’s aims and objectives are achieved with professionals in these teams.

Investment Managers, Brokers, Treasury and Pension Fund professionals – represent the Council and Pension Fund and ensure we have sufficient information in order to understand performance and report to Committee

SMT – attendance to present reports from time to time and to deputise for the Head of Treasury and Financial Services

Employers in the Pension Fund – frequent communication with officers and board members of employers to ensure the Fund’s interest are achieved including receipt employer contributions, triennial valuations, admission agreements and reporting to members.

Pensions Shared Service – weekly communication with all levels of officer to ensure the administration of the Fund is effective.

Members and Committees – frequent communication with Members to ensure formal committee meetings work well

Internal and External Audit – support for requests and data analysis.

## Work Environment:

The post-holder will be required to work in an agile way in line with Camden’s move to a flexible work environment.

## Technical Knowledge and Experience:

Fully Qualified CIPFA or equivalent

Expert Knowledge of Treasury and Pensions work including accounting requirements, relevant CIPFA Codes of Practice and detailed knowledge of Treasury/ Pensions operations and strategy.

## Camden Way Five Ways of Working

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

# The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>