

**Job Profile Information: Treasury and Pensions Accountant
Level 4 Zone 1**

This supplementary information for the Treasury and Pensions Accountant is for guidance and must be used in conjunction with the Job Capsule for the Finance Job Family at Level 4.

Role Purpose:

- To support the Treasury and Pensions function and Treasury and Pensions Manager ensuring that operational processes are completed efficiently and effectively.
- Key duties include daily dealing and investment of surplus resources within the parameters set out in the Treasury management strategy, cash flow management and forecasting, and analysis of pension fund performance.

Example outcomes or objectives that this role will deliver:

- Accurate completion of the daily dealing within the parameters of the Treasury Management Strategy
- Analysis and completion of the cash flow forecasts for the coming months and years
- Compilation of statistics to support treasury and pension fund reports (e.g. quarterly treasury management reports, performance reports, annual reports)
- Reconciliations of all treasury activity
- Completion of returns to central government, CIPFA and Link asset services
- Support to Treasury and Pensions Manager

People Management Responsibilities:

No direct line reports but training of back-up dealers

Relationships:

Strong working relationships with internal and external customers ranging from the Executive Director Corporate Services to Finance staff, External professionals such as Brokers, advisers and Banks and internal customers such as service staff.

Work Environment:

Office based in both Crowndale and 5PS. May be necessary to attend other offices to ensure duties of the role are delivered.

Technical Knowledge and Experience:

AAT qualified, studying for a CCAB or equivalent professional qualification, or part CCAB or equivalent qualified.
Knowledge of Treasury and Pensions work including accounting requirements, relevant CIPFA Codes of Practice and 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:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>