

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

Team Leader (Funding and Investments)

Pensions Service, Finance

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The post is located within the Fund Accounting and Investments Team of the Pensions service. The Team Leader will supervise work of Finance Technicians within the Fund accounting and Investments team, to achieve all of the financial and accounting requirements of both Northamptonshire and Cambridgeshire Pension Funds. This includes production of the Financial Statements and support of the Funds Investment activities.

Accountable to:

This role is accountable to the Pension Services Financial Manager. The role sits within Pensions Service, part of the Finance Directorate in West Northamptonshire Council.

Responsibilities:

1. To support the investment governance team to deliver Fund investment strategy, monitoring and reporting requirements, including procurement, Freedom of Information and compliance requirements of the Funds, whether assets are held directly or by the ACCESS pool.
2. To support the Pension Services Financial Manager with closedown activities such as the production of the financial statements and liaising with Internal and External Auditors.
3. To ensure that recharging processes between the Funds, employers, external bodies and the Administering Authorities are undertaken to required standards and to review effectiveness of processes on an annual basis.
4. To support the Pension Fund Accountant in the annual budgeting and monitoring cycle.
5. To ensure efficient internal controls are in place to meet internal and external requirements, including production and presentation of monthly control reports.
6. To annually review the integrity of the Pension Funds Chart of Accounts.
7. Fully support those under your management to develop and achieve a high level of performance.
8. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Proven verbal and written communication skills	Essential	A, I, P
Ability to work to a high standard and to respond flexibly and positively in a demanding environment	Essential	A, I
Excellent planning, project management, prioritisation and organising skills	Essential	A, I
Strong ability to work with others in developing solutions, ensuring all appropriate input is reflected in the final solution	Essential	A, I, P
Ability to work with outsourced suppliers and other third parties	Essential	A, I
Co-operates and works well with others in pursuit of team goals, sharing information and supporting others.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Experience of working in a similar role or within the pensions industry, where it was important to drive improvements and Efficiencies.	Essential	A, I
Knowledge of the Actuarial requirements of the LGPS, with reference to FRS102, IAS19 requirements.	Desirable	A, I
Basic understanding of how a LGPS fund operates.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of management and motivation of staff	Essential	A, I
Experience of year end accounting processes including production of the financial statements	Essential	A, I
Experience of debt management protocols	Essential	A, I
Able to source relevant information for problem solving and decision making	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to degree level or equivalent/Completed AAT level 4 or equivalent	Essential	A, D
Studying towards full chartered accountancy qualification	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Regulatory and Technical	Worker type:	Flexible
Salary range:	£40,316 – £43,675	Budget responsibility:	None
People management responsibility:	Yes		

Working conditions & how we work:

This role has been identified as a flexible worker type, this means that you will be able to work remotely and your primary place of work when required.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

