

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Finance Technician

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 Finance Technician will be responsible for undertaking cashflow receipting, cashflow reconciliations and monitoring and for providing fund accounting services of both Northamptonshire and Cambridgeshire Pension Funds. This includes assisting in the production of the Financial Statements and support of the Funds Investment activities.

## **Accountable to:**

This role is accountable to the Team Leader. The role sits within Pensions Service, part of the Finance Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Reconciliation of income and, in particular, employee and employer contributions, checking back with actuarial records and employer to ensure the correct rate and liaising with Accounts Receivable team as appropriate.
2. Undertaking liaison with employers and Scheme Actuary with regards to data collection, validation and distribution in respect of the annual cycle of FRS17/IAS19 accounting standard returns. Note there are three separate cycles reflecting the different employer classifications.
3. To support the Team Leader and Pension Services Financial Manager in the collation and production of the Statement of Accounts and Annual Report.
4. To undertake recharging between the Funds, employers, external bodies and the Administering Authorities and to monitor regularly the ledger to ensure it is tolerance.
5. To support the Team Leader and Pension Services Financial Manager in the annual budgeting and monitoring cycle.
6. To support the Team Leader in reconciling ledger payments to Altair records. To include liaising with finance operations with regard to co-mingling of cash between the Pension Fund bank accounts and the Administering Authority bank accounts (including VAT).
7. To provide financial helpdesk services in respect of Pension Services to customers and other stakeholders.
8. To support the Team Leader in the maintenance of the Chart of Accounts.
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
Numerical and financial skills	Essential	A, T, I
Communication skills	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A,T,I
Team working skills	Desirable	A, I
Flexibility	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
Financial planning/Financial control/Financial support	Essential	A, I
Understanding of the financial aspects of the operation and management of a Pension Fund	Desirable	A, I
Local authority financial practices	Desirable	A, I
Technical financial accounting and reporting knowledge	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent	Essential	A, D
Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional 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:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Professional Support	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	£30,560 – £32,212	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	No		

### 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.

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

