JOB DESCRIPTION

PENSIONS ACCOUNTANCY

ACCOUNTANCY ASSISTANT

SERVICE: Greater Manchester Pension Fund JOB ID: PE39

GRADE: E

SERVICE UNIT: Pensions Accountancy

POST OBJECTIVES:

1) To contribute to the provision of an effective, efficient and comprehensive financial and business support service

2) To undertake various specialist investment accountancy tasks.

3) To assist the Accountant on all matters related to Accountancy, Investments and Property and Local Investments.

NOTE: The duties and responsibilities listed below may change over time in response to the changing circumstances and priorities of the Fund.

MAIN DUTIES AND RESPONSIBILITIES TO BE TAKEN FROM THE LIST BELOW

1) INVESTMENT ACCOUNTING

1.1 Assist in operating and extracting reports from a variety of computerised systems covering the Fund’s Custody, Banking and Investment Accountancy relationships and the relevant systems/databases for relevant internally and externally managed assets.

1.2 Assist in maintaining effective records relating to relevant investments of the Fund.

1.3 Assist in reviewing reconciliations undertaken in relation to relevant investments of the Fund and producing summary journal entries for the Fund’s General Ledger.

1.4 Assist in maintaining procedures for recording and monitoring subsidiary investment activity of the Fund

2) FINANCIAL SUPPORT AND ADVICE (under the direction of the Accountant)

2.1 Provision of advice and assistance to all employers and the Fund’s Actuary in respect of contribution income and capital cost expenditure

2.2 Assist with the provision of service visits and training to any employers as requested

3) EMPLOYER CONTRIBUTIONS

3.1 To develop and maintain employer contribution records within the EPICi database

3.2 Ensure contributions received are in accordance with the Fund’s regulations

3.3 Monitor contribution income including variance investigation

3.4 Prepare reports and analyse data to set timetables including IAS19/FRS17 data collection, comparison and reasonableness checks

4) CAPITAL COST OF EARLY RETIREMENTS

4.1 Prepare budgets for review by Accountant

4.2 Input budgets to employer individual spreadsheets

4.3 Prepare and despatch monthly cost statements to employers, including invoicing for over-spends and monitoring of debt collection

4.4 Summarise and circulate monthly employer positions

5) INCOME MANAGER

5.1 Administer and monitor Income Manager cash receipting module within Agresso

5.2 Ensure all cheques received and items on bank statements are matched and allocated correctly

5.3 Ensure all appropriate checks and controls are carried out and any discrepancies are reported to the Accountant

5.4 Assist in the development of the Income Manager module as implemented within GMPF Agresso client

6) ACCOUNTING

In accordance with agreed timetables/deadlines and statutory legislation and Accounting Codes of Practice contribute to:

6.1 Preparation of GMPF Statement of Accounts

6.2 Accurate and timely completion of government and other performance benchmarks

6.3 Input to and ongoing maintenance of a unitised pensions accounting system

6.4 Monitoring, reconciliation and payment of short service tax refunds, lifetime allowance and scheme sanction charges

6.5 Monitor and maintain control accounts including internal Legal recharges,

6.6 Administration and monitoring of Income Manager cash receipting system,

6.7 Investigate, reconcile and process payments recorded between GMPF and TMBC, including maintenance and development of Agresso triggers

6.8 Prepare the VAT return and submit to TMBC in line with agreed timetables; prepare VAT Partial Exemption spreadsheet for Accountant to review and approve

6.9 Reconcile bank accounts to Agresso financial ledger, ensuring outstanding items are resolve promptly

7) PREPARATION AND MONITORING OF FUND MANAGEMENT EXPENSES BUDGET

7.1 Prepare budget for review by Accountant

7.2 Input budgets to Agresso

7.3 Produce budget reports for nominated Working Groups and Management Panel

7.4 Reconcile monthly salary postings

7.4 Provide support and information to cost centre managers including investigation of variances

7.5 Assist the Accountant in the preparation of Revised and Original Estimate budgets

7.6 Prepare the annual SF3 submission

8) PROPERTY ACCOUNTING INCLUDING INSURANCE SERVICES

To maintain, monitor and report on:

8.1 contracts and schemes for all property portfolios

8.2 tenant rental deposits, retentions, sinking funds and ground rents

8.3 property capital expenditure

8.4 property rental and service charges to tenants

8.5 property supplier payments

8.6 recharge insurance premiums to tenants

8.7 maintain and monitor claims; provide advice to tenants and managing agents; liaise with insurers and loss adjustors as appropriate

8.8 notify, maintain and review changes to policies

9) GENERAL/OTHER

9.1 Assist the Accountant and Head of Pensions Accountancy on matters relating to the work of Accountancy, Property and Local Investments, as required

9.2 Assist with the appraisal and evaluation of financial systems and procedures as part of continuous development and improvement of quality of financial and business support/advice

9.3 Liaise with internal and external audit and other associated agencies as required

9.4 Undertake such other duties as reasonably correspond with the general character of the post and that are commensurate with the level of responsibility

PERSON SPECIFICATION

PENSIONS

PENSIONS ACCOUNTANCY

ACCOUNTANCY ASSISTANT

Section: Greater Manchester Pension Fund

Unit: Pensions Accountancy

Job ID: PE39

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|  | Category | How identified |
| Experience  Significant experience of Accountancy or related work.  Experience of Investment-related work.  Experience of dealing with professional/technical contacts internally and at a range of external organisations.  Experience of handling/managing confidential and commercially sensitive information.  Proven experience of using Excel and other Microsoft office packages (e.g. Word, Outlook and Powerpoint) to complete work tasks.  Experience of supporting senior staff, including Service Unit Manager or similar role within an organisation, including in relation to PA-type duties and office administration. | E  D  D  D  E  D | A/I  A/I  A/I  A/I  A/I  A/I |
| Qualifications  5 GCSE grade A-C passes, including Mathematics and English Language, (or equivalent).  Demonstrate progress towards achieving AAT qualification (or equivalent).  ‘A’ Levels  AAT Qualified (or equivalent). | E  E  D  D | A  A/I  A  A |
| Training  Training related to Accountancy or related fields  Training in the use of office productivity software and large-scale computerised systems. | E  D | A/I  A/I |
| Skills, abilities and specialist knowledge  Good communication skills, both oral and written, in order to communicate effectively by telephone, face to face and by email/letter with a range of internal and external parties.  Sound technical financial skills; ability to analyse, interpret, and manipulate data.  Sufficient literacy and numeracy to undertake the tasks and responsibilities outlined in the job description.  Methodical and thorough approach to work.  Organisational skills to prioritise tasks and work under pressure to deadlines.  Skills and knowledge relating to general office routines.  Book-keeping and reconciliation procedures.  Some knowledge of investments and financial markets. | E  E  E  E  D  D  D  D | A/I  A/I/T  A/I  A/I  A/I  A/I  A/I  A/I |
| Key aptitude and personal qualities  Ability to be adaptable, work flexibly and without excessive supervision.  Conscientious and reliable.  Capable of developing and maintaining effective working relationships with other staff at all levels and with external contacts. | E  E  E | A/I  I  I |
| Equality  *Standard statement to be included on all person specifications -*  *The job holder must carry out his or her duties with full regard to the Council’s Equal Opportunities Policy.* | E | I |

For Information:

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

A : To be assessed from information provided on the Application Form.

I : To be assessed at Interview.

T : To be assessed by Selection Test.