



ROLE: Assistant Accountant
 Competitive salary and LGPS DB pension
 Date: September 2023

Role	Need to do	Need to know	Values and Behaviours
<p>Role Purpose:</p> <ul style="list-style-type: none"> As a member of the Finance team, the Assistant Accountant will support the Head of Finance, Senior Finance Manager and Finance Managers to ensure that the company's financial operations are delivered effectively and efficiently, including financial reporting, regulatory reporting and the company's accounting system, management accounting, budgeting, cost-sharing reporting to partner funds, treasury management, banking, payments and invoicing. <p>Financial:</p> <ul style="list-style-type: none"> Range of financial responsibilities as set out in the authorised signatory list and financial policies and 	<p>Outcomes:</p> <p>To perform a range of duties from the following:</p> <ul style="list-style-type: none"> To assist in the preparation of LGPS Central's annual report and accounts. To assist in the preparation of information for periodic returns required by the regulator. To prepare working papers for review by external and internal auditors. To maintain the company's computerised accounting system, including the entering of transactions and the operation of effective controls and reconciliations. To use the company's computerised system for monitoring alternative investments, including the entering of transactions and the operation of effective controls and reconciliations where required. To support the Senior Finance Manager or Finance Manager in taking actions that contribute to the effective management of risks. To provide advice to the Senior Finance Manager or Finance Manager on financial matters relevant to the post-holder's area of work. 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> Able to communicate technical Finance information in a way which is understandable and relevant. Good reasoning and problem-solving skills, able to develop pragmatic solutions to complex problems. Able to use own initiative within delegated authority. Active participant in continuous personal and professional development, who seeks to maintain an up-to-date knowledge of matters relevant to their area of work. Able to build effective relationships with peers in the company. Highly organised and able to work to deadlines and manage competing priorities under significant time pressures. Good interpersonal and communication skills. Experience of working in a Finance, Pensions or Investments role. Strong ethics and integrity, and an analytical Able to act as an ambassador for the Finance team within the company. 	<p>Values:</p> <ul style="list-style-type: none"> We are a great place to work We are Client Focused We are Inclusive We are Ambitious <p>Behaviours</p> <ul style="list-style-type: none"> Open, fair and transparent, acting with integrity. Doing the right thing. Honest and trustworthy Empowered in making right decisions. Collegiate and Collaborative. Valuing and treating everyone equally. Listening to individual ideas to support growth.

<p>procedures as well as other relevant policies.</p> <p>Non-Financial:</p> <ul style="list-style-type: none"> • Health and Safety • Performance management and reporting <p>Delegated Authority Levels:</p> <ul style="list-style-type: none"> • As set out in the authorised signatory list. <p>Reports to:</p> <ul style="list-style-type: none"> • Senior Finance Manager or Finance Manager <p>Relationships Internal:</p> <ul style="list-style-type: none"> • Executive Directors, Board, Non-Executive Directors, Heads of Service, Portfolio Managers and other LGPSC staff 	<ul style="list-style-type: none"> • To build effective working relationships across the company, and with partner funds and key suppliers. • To take part in projects and working groups, including leading on some internal projects. • To actively identify opportunities for continuous improvement and implement them swiftly and effectively. • To deputise for the Senior Finance Manager or Finance Manager where appropriate. • To contribute to the preparation and monitoring of the operating budget and cash flow forecasts. • To collate information on investment management costs, liaising with external investment managers as required, and to analyse and present this information internally. • To prepare information in support of the calculation of charges to partner funds and the reporting of these. • To process payments to suppliers and liaise with them as necessary. • To raise invoices to customers for charges and monitor collection against those, liaising with customers as necessary. • To perform day-to-day treasury management activities and monitor the bank account, including the performance of regular bank reconciliations. 	<ul style="list-style-type: none"> • Able to understand the overarching aims and objectives of the company, and how the work of the Finance team contributes to these. • Innovative and actively challenges existing ways of working, driving improvements within the Finance team. • A good team-player who is able to work collaboratively and support other members of the Finance team. <p>Qualifications</p> <ul style="list-style-type: none"> • Qualified or part-qualified CCAB/CIMA Accountant; or • AAT-qualified; or • At least 3 GCSEs including Mathematics 	
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