



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Treasury and Insurance Manager
Grade:	MGC
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Head of Accountancy
Responsible for:	Managing the council's treasury, pension and insurance funds, and overseeing pensions administration
	Management of: Fund Officers and Insurance Officers Pensions Manager and Pensions Officers Accounting Trainees as allocated
Post number:	tbc
	Date: October 2010

MAIN PURPOSE

- To be responsible for the council's treasury, pension and insurance funds, and overseeing pensions administration.
- To participate in the management of the Accountancy team.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to the Head of Service and managers across the authority on treasury, insurance and pensions matters.
- To keep abreast of developments in treasury, insurance and pensions, and ensure that the council's arrangements and published accounts are maintained in compliance with legislative and regulatory requirements and good practice.
- To develop, maintain and implement the council's treasury management strategy, liaising as required with the external auditor, central government departments, professional and other bodies as required.
- To develop, maintain and implement the council's insurance arrangements, liaising as required with managers across the authority, professional and other external bodies as required.



- To oversee the council's pension administration arrangements, liaising as required with managers across the authority, professional and other external bodies as required.
- To manage the council's day-to-day and longer-term cash flow, investments and borrowings, and the associated risks, in accordance with council policy, regulatory requirements and best practice, to balance financial return with good stewardship.
- To liaise effectively with other managers in the Resources Division, and provide relevant support and timely information to for the purposes of the budget and capital programme, budget monitoring, and the financial accounts.

Managerial

- To manage fund and pensions staff and trainees as allocated, in accordance with council policies and procedures, legislative and regulatory requirements.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Head of Service, Assistant Director or Director as relevant at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Head of Service or Director.



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Treasury and Insurance Manager
Grade: MGC
Date: October 2010

Qualifications and Experience

Professional and post specific requirements

- Experience of treasury management including dealing with substantial amounts of cash flow, investment and borrowings

Skills and Knowledge

Professional and post specific requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Understanding of treasury management principles and the ability to apply them to local government cash flow, investment and borrowings
- Understanding of the insurance market and products, and self-insurance arrangements, and ability to exploit these to meet local authority insurance requirements
- Understanding of the risks associated with treasury management and insurance arrangements and how these risks can best be mitigated and managed
- Understanding of pensions administration, the local government superannuation scheme, and its impact on local authority finances

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached)