



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

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| POST TITLE: | Pensions and Treasury Manager |
| Grade: | MG1 |
| Department: | Corporate Services |
| Location: | Various offices according to the needs of the service |
| Responsible to: | AD Resources |
| Responsible for: | Managing the council's treasury, pension and insurance funds, and overseeing pensions administration Management of: Fund Officers and Fund Assistants Pensions Manager and Pensions Officers Accounting Trainees as allocated |
| Post number: | Date: July 2015 |

MAIN PURPOSE

- To be responsible for the council's treasury, pension and insurance funds, and overseeing the contract for pensions administration.
- Manage the Pension fund and insurance team
- Member of the Divisional Management team

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To manage the budgets under its control (pension fund, borrowing and lending and insurance totalling in excess of £500m to deliver the best returns for the council to ensure a high level of funding of the Pension fund, minimising borrowing costs and maximising investment income.
- To provide technical advice to the Director of Resources, Assistant Director of Resources, and members on the optimum management of the pension fund
- To provide advice to the Assistant Director and managers across the authority on treasury, insurance and pensions matters.
- To be responsible for preparing the Financial Accounts for the Pension fund to standards agreed with the Head of Accountancy

- 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 ,other external bodies as required and reviewing contract arrangements associated with the Pension Fund.
- To oversee the council's pension administration arrangements, liaising as required with managers across the authority, professional and other external bodies as required.
- Ensure the effective clienting of the shared service pensions administration contract with the London Borough of Wandsworth
- 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.
- Service the operation of the Pension Fund Advisory Committee
- Provide advice to the Pension Board
- Any other duties as requested by the Assistant Director or Director.



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

POST TITLE: Pensions and Treasury Manager
Grade: MG1
Date: July 2015

Qualifications and Experience

Professional and post specific requirements

- Experience of managing a significant pension fund and treasury management including dealing with substantial amounts of cash flow, investment and borrowings

Skills and Knowledge

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA) preferred
- 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
- Procurement skills

Personal Style and Behaviour

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