

Job description and person specification

Job Title: Senior Finance Reporting Accounting

Reports to: Head of Finance LPFA

Purpose:

- Manage the internal and external statutory reporting function within LPFA
- Production and maintenance of LPFA budget process
- Maintenance of the LPFA balance sheets

Key Responsibilities:

- To coordinate the delivery of support to budget holders; ensuring the robust monitoring and consolidated reporting of the LPFA's budget position including for the Pension Fund (PF), Residual Liabilities Account (RLA), the Operational Account,
- To prepare the budget estimates and supporting narrative for the annual update of the Medium Term Finance Plan (MTFP) working with the wider business and present to Head of Finance and Finance Director.
- Provide a consistent and high quality budget monitoring, budget challenge and financial management support for all LPFA budget holders. Develop accurate budget estimates, models and forecasts of income and expenditure, and address corrective measures to control expenditure.
- Monitor investment management fees and produce quarterly variance analysis on fees identifying full attribution in terms of price and quantity against NAV.
- Be accountable for the production, presentation, and interpretation of financial management information; monthly for the Management Team and on a quarterly basis for the Audit and Risk Committee and the Board.
- Be accountable for the production of the Pension Fund statutory accounts and in conjunction with the assistant Financial Controller deal directly with the External Auditors in Audit work pertaining to those financial statements.
- Involvement in review of Investments reports as produced by LPPI and BNYM.
- Be accountable for the production of financial information for inclusion in the LPFA Annual Report.
- Be accountable and Responsible for balance sheet control and reconciliation, including coordination of reconciliations and corrections.
- To prepare the monthly Trial Balance and manage the month end closure process including review and investigation all general ledger transactions and action corrections.

Person Specification

- Professionalism – demonstrate high level of professionalism, due allocation of responsibility and integrity with an appreciation for the importance of discretion about sensitive and confidential information.
- Must be able to adapt to competing demands.
- Must be financially fluent, cost and contribution conscious with a focus on value for money.
- Energetic, determined, robust and resilient enough to cope with the demands of the role.
- Able to establish positive working relationships with elected members, partners and colleagues across different disciplines.

Qualifications & Experience

- Educated to a graduate level and CCAB member with recent and demonstrable experience within the last three years of fully preparing statutory LGPS pension fund accounts and achieving an unqualified opinion is essential.
- Must be fully conversant in Advanced Microsoft Excel and Word.
- Experience using Microsoft Dynamics would be advantageous.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.