

<b>LEAD OFFICER (BANKING AND INVESTMENTS)</b>			
Reference No.	SS1613	Type:	Individual
Service	Finance		
Job Family	Professional 2	Grade	FC8

<b>Purpose</b>
The purpose of this posts is to contribute to the effective management and co-ordination of the Banking & Investment section of Finance Operations including Treasury activity, Pension Fund Investments, Income Management for the Council and the associated regulatory and legislative frameworks of these activities.
The post reports to Accountant (Investment).

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Day to day management and supervision of the Banking & Investment section of Finance Operations ensuring that objectives and performance standards are adequately defined, and appropriate procedures are in place for delegation.	Educated to SCQF Level 8, which includes a relevant HND or SVQ Level 4 or equivalent experience	✓	
Apply all legal and policy requirements including Pension Fund Investment Regulations, Treasury Management Code of Practice, Financial Regulations and Government legislation.	Knowledge of MS Office Package	✓	
Establish good relationships with all Services in the Council that seek advice on Income Collection and Banking matters to ensure they are effectively supported, including liaison with the Bank.	Numerical Skills	✓	
Advise, guide and negotiate with all levels of staff throughout the Council to adopt or accept a particular course of action. This will include providing clear, detailed explanations of procedures or Policies, some of which may be complex and not well received. This may involve awareness sessions and provision of training.	Communication Skills both verbal and written	✓	
Maintain integrity of various key financial systems including the management of the Treasury Management System (PSTM).	Positive Attitude	✓	
	Can meet deadlines and have the ability to assess competing demands and determine priorities	✓	
	Use own initiative	✓	

# Role Profile

Ensure all Pension Fund monthly transactions are accurately reflected in the financial ledger.	be able to deal with any complaints or difficulties with service delivery issues	✓	
Ensure various Pension Fund spreadsheets including cash flow, are updated accurately, and the financial ledger is reconciled monthly, quarterly and annually.	be able to deal with sensitive staff issues as required prioritise own workload and work schedules for the Team as required	✓	
Supervise work of Finance Assistant with regard to, and collate information required for, Year End Accounts files for Loans Fund and Pension Fund for review by the Investment Accountant and External Auditors	contribute to decisions on how best to use available resources to ensure service delivery requirements are met	✓	
Complete and submit complex financial and statistical Returns to, for example, PWLB and the Pension Fund's Actuary.	required to analyse data both to resolve and improve service delivery	✓	
Liaise with external auditors on year end queries for Pension Fund, Loans Fund and Treasury matters.	have excellent problem solving skills to deal with a range of problems from diverse sources, including legal, financial and legislative aspects	✓	
	ability to work to tight deadlines	✓	
	knowledge of variety of Investment Assets appropriate to Local Government Pension Funds.	✓	
	considerable knowledge of financial management	✓	
	considerable experience in research and problem solving	✓	
	sound understanding of Treasury Management	✓	

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Carry out daily Treasury Management activity. This involves the borrowing and lending of cash on the Money Market, including decision making with regard to Counterparty risk, Counterparty limits, cash flow requirements of the Council, Council Policy and the CIPFA Treasury Management in the Public Services Code of Practice.			
Prepare real-time same-day bank transfers (CHAPS) of daily payments on the Council's Banker's electronic banking system (Bankline) for authorisation by Senior Managers in Finance and Resources. Provide Managers with appropriate explanations and any necessary evidence to support their authorising.			
Establish and maintain good relationships with a number of stakeholders and customers including elected members and industry professionals and adviser.			

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Have an understanding of complex investment instruments and the appropriate accounting requirements and ensure Investments are properly accounted for in the ledger.			
Ensure that Custody arrangements provided for the Pension Fund are operating satisfactorily, to ensure the safekeeping of the Pension Fund investment assets.			
Assist in the Tendering Process for professional services associated with Banking, Merchant Services, Pension Fund Investments and Custody and Treasury Advisors.			
Accounting requirements for Year End Accounts for the Loans Fund and the Pension Fund.			
Preparation of relevant instructions associated with Infrastructure Investment including account set up, capital call and drawdown notices and liaison with Custodian as appropriate.			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>