



# Role Profile

<b>Job Title:</b> Pension Fund Investment and Accounting Manager			
Reference No:	A5786		
Service:	Finance (Pensions Division)		
Job Family:	Finance Services	Grade:	FC10

<b>Purpose</b>
To lead the investment and accounting operations for the £4bn Fife Pension Fund, ensuring compliance with statutory requirements, delivery of accurate financial reporting and effective oversight of investment performance. The role balances strategic planning with operational aspects and supports the Pensions Service Manager in delivering the long-term objectives of the fund.

<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>
Lead the preparation of the Pension Fund's annual accounts ensuring compliance with CIPFA and other statutory reporting requirements. Manage the audit process following completion	Relevant CCAB accountancy qualification and technical accounting skills  Membership of a professional body such as CIPFA, ACCA, CIMA or ICAS	✓  ✓	
Oversee investment monitoring, and transition activity and reporting, including benchmarking and risk analysis	Experience in finance and reporting	✓	
Manage relationships with external investment managers, custodians and advisors to ensure effective governance and performance	Understanding of investment principles and financial markets		✓
Develop and maintain internal controls and procedures for investment and accounting operations including budget setting and monitoring, cash flow and reconciliations	Experience managing external advisors and stakeholders		✓
Monitoring and interrogation of cost transparency information to understand the costs associated with the pension fund	Excellent analytical, communication and engagement skills	✓	

E = Essential Criteria    D = Desirable Criteria

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Support the Pensions Service Manager in strategic investment planning and asset allocation reviews including preparation of governance documents and committee reports such as the Statement of Investment Principles	Experience with financial systems and using digital tools to support continuous improvement, and deliver innovative solutions		✓
Lead on the Fund's approach to responsible investment and stewardship, ensuring alignment with regulatory requirements. This includes developing and implementing the Statement of Responsible Investment Principles and preparing disclosures for the annual report.	Understanding of disclosure requirements and guidance associated with investment, LGPS and pension regulations		✓
Lead procurement and tendering processes for investment and actuarial services in line with procurement regulations for professional services associated with the Pension Fund and engage in relationship management	Understanding of responsible investment and stewardship		✓
Develop relationships, working with key stakeholders including Pensions Committee, Board and employers, and participate in national groups such as Investment Governance Group			
Manage risks associated with investment and accountancy including assessing risks and contributing to the reporting process	Experience in risk management		✓
Supervise and develop a small team promoting continuous improvement and professional development.	Ability to lead a team and influence others	✓	
Understand and provide commentary on the pensions landscape	Ability to undertake horizon scanning and prepare briefing notes		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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>Job Title (Specialists Tasks)</b>			

<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>

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