

Isle of Man Government

Public Sector Pensions Authority

Governance Officer

Limited Term Appointment 1.11.14 – 31.3.16

Job Description

Position:	Governance Officer
Grade:	AO
Reports to:	Higher Executive Officer
Primary purpose:	The job holder will be part of the Pensions Governance Team and will provide administrative support to the Finance Manager. The job holder will contribute to the effective and efficient administration and good governance of pension finance and accounts.

Main Duties

1. Financial Administration Support

Support the Finance Manager with the day to day administration of the financial function of the Public Sector Pensions Authority (PSPA) and the eight Pensions Schemes it is responsible for.

This will include:-

- Daily monitoring and monthly reconciliation of pension schemes income and expenditure between the PSPA's pension system Compendia and Axapta to ensure transactions are in accordance with due process and regulations;
- Create, manage and maintain working Excel spreadsheets from Axapta and Compendia data for each pension scheme, ensuring fully up to date for the end of month reporting process;
- Assist the Finance Manager in updating, maintaining and monitoring of working Excel spreadsheets and records from Axapta and Compendia to manage the income and expenditure of the PSPA's schemes;
- Assist the Finance Manager with the compilation of financial records and the drafting of documentation to meet the Pension Act requirement to lay annual audited pension scheme report and accounts before Tynwald;
- Monitor and check additional voluntary contributions and early retirement income in accordance with individual agreements set up and the pension scheme rules;
- Working with 17 payroll offices throughout Government (including General and Dental Practices) monitor and check pension contribution income ensuring it is received in the right scheme, on time and that employee and employer contributions are in accordance with the contribution percentages and regulations set for each pension scheme;

- Responsible for the, reconciliation, collation and filing of financial returns from General Practitioner/Dental Practitioners; King Williams College; Manx Utilities Authority; Hospice; Autism Initiative and Manx Radio;
- Preparation and setting up of accounting records for the annual externally audited pension scheme accounts, including checks that annual contribution and pension increases have been correctly applied to pension scheme members for both employee and employer contributions and that members are in the correct section or scheme;
- Working with the PSPA's systems team, carry out data straightening work to ensure the PSPA pensions IT system records balance for contributions and active membership of schemes;
- Working with the operational team to resolve miscellaneous pension income and expenditure related queries;
- Setting up and monitoring income and expenditure journal transactions across Government for pension scheme codes, taking action where required;
- Comparison of transactions and membership data to supply figures for pension scheme annual financial statements, actuarial reports and requests and for external audit records;
- Process the daily incoming and outgoing post, (including electronic mail).
- Setting up and monitoring revenue expenditure for the PSPA's income and expenditure codes, taking action where required;
- Day to day monitoring of the PSPA's revenue budget, writing orders, paying invoices and ensuring Axapta spreadsheets provide an up to date and accurate picture of the PSPA's financial position at all times;
- Processing of all incoming cheques. Recording and delivering these to Treasury on a daily basis. The collection of any department outgoing cheques each Friday;

2. Any other duties appropriate to the grade.

- Building facilities, telephone liaison and data protection officer for the PSPA;
- Responsible for maintaining a supply and ordering office stationery;
- Responsible for editing of the PSPA website;

Integrity

All staff of the Public Sector Pensions Authority are expected to recognise that the everyday business of the Public Sector Pensions Authority requires the highest level of personal integrity. Each staff member has a personal responsibility to maintain the confidentiality of all Public Sector Pensions Authority business and to uphold such confidences both in administering the business of the office and outside of the office.

Performance Management and Improvement

All Public Sector Pensions Authority employees have a personal responsibility for their own performance management. The job holder will be expected to contribute to their annual performance development review and interim performance reviews.

Health & Safety

The job holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a

responsible manager and/or the Health and Safety Review Group of the Corporate Services Division.

Reporting Framework

The job holder reports to the Public Sector Pensions Authority.

The Higher Executive Officer, as the line manager for the job holder role, will ensure that, in line with the timescale set out in the Public Sector Pensions Authority Performance Monitoring scheme:

- An annual appraisal and annual Forward Job Plan is agreed with the job holder;
- A review and assessment of the job holder's performance is made; and
- Performance and Development meetings are conducted.

Amongst other things, the line manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Public Sector Pensions Authority Performance Monitoring Scheme as it applies to the job.

As 'Reporting Officer', the Higher Executive Officer will ensure that in line with the timescale set out in the Scheme, that:

- An annual Personal Delivery Plan and a Personal Development Plan (PDP) is agreed with the job holder;
- A review and assessment of the job holders performance and competency/behaviours is made; and
- Performance and Development Review (PDR) meetings are conducted

Other Duties

The job holder will undertake any other duties appropriate to the role and grade as directed by their Line Manager or other Senior Public Sector Pensions Authority staff.

General Scope

This job description is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. The job description will be reviewed as necessary to reflect future requirements.

Management Authority

This post has no management authority.

**Isle of Man Civil Service
Person Specification**

Post: Governance Officer

Department: Public Sector Pensions Authority

Job Summary: This role is to support the PSPA Finance Manager with the administration and good governance of the financial functions of the PSPA and the eight pension schemes the PSPA is responsible for. As a member of the Governance Team, the job holder will be responsible for a range of administration duties, primarily maintaining, monitoring accurate and up to date records for the annual audited pension scheme accounts and taking action where required to resolve problems and issues arising during the year. Duties will also include pension administration, reconciliation of pension transactions, member queries and dealing with incoming correspondence to achieve the PSPA's objectives and priorities in conjunction with other members of staff.

Attributes	Essential Or Desirable	Method of Assessment
Qualifications 5 GCSEs including English Language at Grade C above or equivalent	Essential	CV
Experience Have experience of working in an office environment. Experience in dealing with the activities of a financial operation.	Essential Essential	CV & Interview CV & Interview
Knowledge & Skills Able to work in a high volume work environment Awareness of IOM Government Financial Regulations and Guidelines Excellent oral and written communication skills Good organisational skills An ability to work on own initiative, effectively prioritise work and take a proactive role in dealing with issues or queries. Flexible and adaptable Proficient in the use of MS Office, in particular, Excel, Word, Outlook & PowerPoint Experience in the use of Government systems e.g. Oracle; Axapta Possess strong numerical skills A concern for quality standards & attention to detail Ability to understand and follow guidelines and procedures	Essential Desirable Essential Essential Essential Essential Essential Desirable Essential Essential Essential	CV & Interview CV & interview CV & Interview CV & Interview CV & Interview CV & Interview CV & Interview CV & Interview CV & Interview
Disposition Ability to work under pressure and adapt to changing demands and circumstances	Essential	Interview

Reliable	Essential	Interview
Be self motivated and able to work on own initiative	Essential	Inerview
Be a team player	Essential	Interview
Circumstances / Interests		
Isle of Man Worker	Desirable	Application