



LONDON FIRE BRIGADE

**The London Fire Commissioner is the fire and rescue authority for London.**

**Our vision** –We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

<b>Job Title:</b>	Finance Pensions Analyst
<b>Employer:</b>	London Fire Commissioner
<b>Post number:</b>	300072
<b>Grade:</b>	FRS E
<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Finance
<b>Location:</b>	LFB Headquarters, Union Street, London, SE1
<b>Reports to:</b>	Finance and Administration Manager (Grade: FRS F)
<b>Direct Support Staff:</b>	None

#### **How this role contributes to our vision**

By analysing the impact of changes to legislation, preparing reports and government returns and communicating with members, this post will ensure we fulfil our statutory requirements and deal effectively with pension related issues as they impact on London Fire Commissioner (LFC).

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **1. Performance and self-development**

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
  - 1.2 Keep up to date with information that is necessary for work activities.
  - 1.3 Keep informed of the Brigade's and Directorate's policies and decisions as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
  - 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
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## **2. Effective working relationships**

- 2.1 Establish and maintain professional and effective working relationships with LFC staff of all levels. Ensure that the principles and practice of the LFC's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Policy and the Freedom of Information Act.

## **3. Pensions**

- 3.1 Preparing multi-year returns to the Home Office on the Firefighters' Pension Scheme covering all areas of pension spend and income, to support claims to the Home Office for funding. This will require the ability to use past trends to forecast expenditure and income for subsequent years. This will also require an understanding of pensions issues as they are developing and how other developments may impact on scheme membership/members.
  - 3.2 Preparing pensions figures and narrative to be included in budget and financial monitoring reports. In addition to routine reporting, this will also include supporting the decision making process as necessary.
  - 3.3 Ensure that all necessary pension tax returns are completed and returned to meet Her Majesty's Revenue and Customs (HMRC) reporting requirements.
  - 3.4 Ensure that that the LFC complies with all statutory pension reporting and returns to strict deadlines.
  - 3.5 Prepare returns to consultations, surveys and information requests relating to LFC pensions as required for the Scheme Advisory Board, Local Government Association, The Pensions Regulator and other external bodies.
  - 3.6 Completion and submission of returns on the Local Government Pension Scheme to the London Pension Fund Authority (LPFA) and Local Pensions Partnership Administration (LPPA). This will require working with the LFC's payroll team to establish the figures that need to be provided, where they can be obtained and the management of queries.
  - 3.7 To provide support to the LFC's statutory Local Pension Board. This will include the preparation of reports both regular and ad hoc as required. Support to the Board will also include training, providing advice and arranging meetings.
  - 3.8 To support the preparation of the pensions section on the LFC's statutory accounts. This will include liaising with the LPFA/LPPA/Government Actuary's Department (GAD) on the preparation of IAS19 reports, interpreting these and including relevant sections in the statements of accounts, and ensuring all statements and disclosures are completed. Any audit queries raised will also need to be addressed including liaison with external audit on pension matters.
  - 3.9 To maintain and develop effective communication with members on various issues. To also maintain contact with others with pensions responsibilities both internal to the LFC and externally.
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- 3.10 To maintain and develop the pensions area for members on the LFC intranet site, Hotwire.
- 3.11 To support the monitoring and management of the contract with the external providers of the Firefighters' Pension Scheme administration and manage any contract issues or renewals.
- 3.12 Keeping up to date with legislative change and any technical developments in pension matters that may affect LFC. Research and analyse the effects and prepare briefings and presentations as required.
- 3.13 Represent LFC at internal and external meetings as necessary.

#### **4. Financial management**

- 4.1 Prepare regular financial monitoring information to support the Finance and Administration Manager in the provision of monitoring reports and information to the Assistant Director of Finance.
- 4.2 Contribute to the LFC's closing and end of year accounts.
- 4.3 Attend and contribute to Departmental/Directorate management meetings as and when required.
- 4.4 Support the financial management, reporting and provision of the LFC's pension schemes.
- 4.5 Seek continuous improvement to ensure effective/efficient systems and processes and drive out cost savings wherever possible.

#### **5. Directorate and corporate activities**

- 5.1 Participate as a member of the Directorate/Department team and contribute to its work. Deputise for the Finance and Administration Manager and other managers when required. Take part in LFC and Directorate working parties, projects and recruitment and promotion activities. Utilise a flexible approach to support the department by undertaking other duties suitable to the grade if required.
- 5.2 Lead in the preparation of written responses to officers and other stakeholders on areas concerning pensions. Prepare reports for line managers and Brigade working parties on request.

#### **6. Monitor and Maintain a healthy, safe and secure workplace**

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
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- 6.2 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 6.3 Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 6.4 Consider environmental impact when carrying out the duties of the post.

**NOTE 1:** In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

**NOTE 2:** This post is part of a new structure for the Finance Department and will be subject to review as the post develops.

**DATE:** 16 May 2022

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**1. EXPERIENCE**

- 1.1 Experience of providing advice and support on complicated issues to senior officers.
- 1.2 Experience of using a range of software applications and packages and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.3 Extensive experience of organising, planning and prioritising own work in a flexible manner, with minimal supervision, in order to deliver the desired outcome to meet tight deadlines and respond to changing priorities.
- 1.4 Experience of financial and performance management within a large organisation, including monitoring and analysis.

**2. SKILLS**

- 2.1 Excellent oral and written communication skills in order to present, explain and advise on complex financial and pension information clearly to senior managers and staff at all levels and to prepare clear and concise reports and draft correspondence.
- 2.2 Effective interpersonal and networking skills in order to develop and maintain effective working relationships with staff of all levels both internally and externally. This includes being able to gain credibility and manage relationships with key stakeholders.
- 2.3 Ability to research and assimilate complex information quickly and be able to apply that knowledge to practical situations.
- 2.4 Proven numerical, research and analytical skills in order to prepare and interpret complex financial and pension information.
- 2.5 Ability to work flexibly as part of a team and make a positive and constructive contribution to the development and capacity of the team and also show demonstrable commitment to personal and professional development.
- 2.6 Ability to utilise project management techniques and apply them to work situations

**3. KNOWLEDGE**

- 3.1 Awareness of current local government accounting practice and procedures and matters affecting fire and local government pension schemes.
  - 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
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- 3.3 Knowledge of one's responsibility with regard to health and safety in the workplace, both individually and as a manager, and an awareness of the display screen equipment regulations.
- 3.4 An understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection Act and Freedom of Information Act.

**Note** *These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.*

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## LFB BEHAVIOURS

### FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London. Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like. For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

<b>COMPASSION:</b>
<b>B1 Self-aware</b>
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"><li>• Promotes self-reflection and acceptance of constructive feedback in order to improve.</li><li>• Aware of own emotions and how to manage these.</li><li>• Asks for support or advice when needed and promotes the value of this to others.</li></ul>
<b>B2 Selfless</b>
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"><li>• Understands the importance of working with others with diverse beliefs, cultures and traditions.</li><li>• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.</li><li>• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.</li></ul>
<b>B3 Empathy</b>
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"><li>• Prioritises being trustworthy, leading with consistency, patience and reliability.</li><li>• Demonstrates and promotes an honest and unbiased approach.</li><li>• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.</li></ul>
<b>TOGETHERNESS:</b>
<b>B4 Inclusive</b>
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"><li>• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.</li><li>• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.</li><li>• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.</li></ul>

<b>B5 Teamwork</b>
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> <li>• Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.</li> <li>• Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.</li> <li>• Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.</li> </ul>
<b>B6 Empowers and coaches others</b>
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> <li>• Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition.</li> <li>• Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring.</li> <li>• Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.</li> </ul>
<b>ACCOUNTABILITY:</b>
<b>B7 Takes ownership and responsibility</b>
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> <li>• Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.</li> <li>• Is accountable for mistakes and delays, taking action to resolve them.</li> <li>• Seeks and provides up-to-date information and proactively monitors quality and progress.</li> </ul>
<b>B8 Professional</b>
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> <li>• Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.</li> <li>• Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.</li> <li>• Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.</li> </ul>
<b>B9 Forward-looking</b>
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> <li>• Is a champion for positive change, driving forward innovation and new ways of working.</li> <li>• Takes the initiative to resolve problems.</li> <li>• Able to overcome resistance and support others to adapt to and implement change.</li> </ul>