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| **Role title:** | Fund Accountant | **Responsible to:** | Financial Reporting Manager |
| **Division:** | Finance | **Department:** | Finance |
| **Direct Reports and Level:** | None | **Scope:** | MPS Group |
| **Scale:** | N/A PeopleN/A BudgetN/A Income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | *Implement 1* | **Role Family** | Group Corporate Services |

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| **Overall Role Purpose** |
| The Fund Accountant is responsible for the daily, weekly, and monthly accounting and reporting functions for the £3bn portfolio of investment funds held by the MPS Group. This role will maintain accurate financial records, prepare NAV calculations, manage investor allocations alongside the Treasury team, and ensure compliance with internal controls. It requires knowledge of investment products and fund structures, strong analytical skills, and attention to detail.The Fund Accountant will play an active role in the Finance division, assisting with the funds’ strategy and planning for key asset performance, allocation of resource and hedging.This role will support directly the Chief Financial Officer (CFO) and Chief Investment Officer (CIO) whilst also ensuring the wider financial reporting requirements are met. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational*** Reconcile fund bank accounts, broker statements, and investment positions.
* Post daily journal entries for investment activity, accruals, and expenses.
* Process subscriptions, redemptions, and investor allocations accurately and timely.
* Coordinate with fund administrators, custodians, and external auditors.
* Assist in year-end audits and tax return preparations.
* Ensure compliance with regulatory requirements and internal policies.
* Maintain and update investment fund accounting systems and spreadsheets.
* Challenge existing processes as part of continuous improvement and working with relevant personnel as necessary to implement.
* Document and maintain the Investment operating processes and procedures.
* Assist in the production of regular BAU reporting deliverables, including analytical reviews and control attestations.
 | * Corporate strategic priorities vs Plan
* Divisional strategic priorities vs Plan
* Delivery of projects to Plan
* Adherence to reporting deadlines
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| **Financial*** Review fund manager financial statements.
* Provide support for ad hoc financial analysis and reporting.
* Support the production of metrics from investment managers to inform business decisions and actions which result in a measurable improvement in business performance and trends.
* Provide support to the CIO, as required, ensuring timely processing and completion in-line with governance timeframes.
 | * Operational budget vs Plan
* Policy compliance audit results
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| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all governance, policy standards, and processes.
* Provide support to the Finance division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies
 | * Development and delivery of robust Personal Development Plan goals
* Stakeholder feedback
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| **Risk*** Monitor emerging finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for Members, or which are likely to have a material adverse effect on the Group.
* Contribute to an environment where all colleagues recognise the importance of risk identification and risk management.
* Identify and report risks and issues identified across MPS, to enable resolution and mitigation of potential impacts on MPS, Members and colleagues.
* Assist in the embedding of the risk culture and control framework.
 | * Risk & Control Self-Assessments
* Audit actions
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| **Member*** Establish a culture and capability in Lean / continuous improvement to drive operational efficiency and great member experiences and outcomes.
* Support ESG reporting across the investment portfolio to facilitate delivery of the ESG strategy.
 | * Adherence to reporting deadlines
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| **Responsibilities (RACI)** |
| Work with the Financial Reporting & Control team, and other stakeholders, to deliver regular investment reporting as well as other financial reporting responsibilities for the business.Hands-on support to the Capital team and the Chief Investment Officer to ensure efficient and effective reporting of investments and related metrics.Work with the wider Finance Division to ensure that reporting requirements, both internal and external, are met within relevant deadlines.Undertake other duties and tasks that from time–to-time may be allocated which are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * ACCA qualification (or similar).
 | * Highly numerate
* Excellent attention to detail
* Excellent written communication skills
* Good I.T. skills including a strong working knowledge of Word, Excel, Outlook and Powerpoint
* Strong analytical skills
* Strong inter-personal skills
* Knowledge of investment accounting.
 | * Experience of working in a similar role as part of a finance team is essential
* Accounting for investments
* Involvement in the improvement of systems and/or processes.
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| **Desirable** | * Operating within a service industry.
 | * Working with CODA.
* Working with Clearwater.
 | * Involvement in the budget process.
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