

JOB SPECIFICATION  
FUND ACCOUNTING MANAGER

Job ref: 656

Job Title: Fund Accounting Manager

Location: Level 4, 1 Coleman Street

Job Summary: To manage the day to day running of the Fund Accounting team within Life Services. Reports to Life Services Manager. This position has 3 Senior Fund Accountants and 2 Fund Accountants reporting into it. Key corporate relationships are with L&P Group Finance, Tax, Actuarial, Investment Finance, Group Tax, Front Office, Operations.

Dimensions: Accounting for 130+ daily funds and 120+ monthly Life and Pension Funds.

Key relationships: Reports to Life Services Manager

Principal Accountabilities:

- To manage the monthly and quarterly financial reporting process for all L&G Internal funds (Non Linked and Unitised funds).
- To manage the annual FSA reporting requirements.
- To maintain and develop controls for all tasks under supervision ensuring risks are identified and their impact minimised.
- Monitor and review staff performance.
- To understand and communicate key business requirements and implement necessary changes in procedures/process
- Identify and specify system improvements, supervise user acceptance testing and implement system developments.
- Keep up to date with relevant accounting and regulatory changes and the impact on the team's reporting requirements
- Deputise for the Life Services manager

Profile of Candidate:

- Proven experience of managing an operational Investment Management function, with specific knowledge and practical experience in managing a fund accounting function
- The ability to identify key external and internal clients, define client requirements and monitor and meet client service expectations
- Proven experience of managing teams and hierarchies with a associated skills of recruitment and selection: appraisal and development; staff planning.

Personal Characteristics:

- Degree educated or equivalent; Preferably Qualified Accountant
- Able to relate to colleagues at all levels
- Perceptive, persuasive and approachable
- Excellent written and verbal communication skills

## **Remuneration and Benefits**

**Grade:** M1

### **Pension:**

Immediate entry into the Legal & General Staff Pension Plan, which is a Stakeholder Pension Scheme. The employer will make a contribution of 5% of base salary, plus up to further 5% if matched by the employee. The Staff Pension Plan also provides Widows and Orphans pension provision, and the Life Assurance Benefit (see below). You have the option to choose the funds in which you wish to invest, and you can switch between investment funds as often as you like.

### **Bonus:**

Discretionary

### **Holidays:**

25 days

### **Life Assurance:**

Cover to 4 x Base Annual Salary

### **Private Health Scheme**

We offer our managers individual health cover at no cost, through Legal & General Healthcare. Entry to the scheme for the employee is on a 'prior medical history disregarded' basis. The level of cover available from the product is extremely comprehensive in the market. Managers are able to add their dependants to their health cover if they so wish, with deductions for the premium being made from salary.

### **Share Schemes**

There are a variety of share schemes for which employees of LGIM may be eligible.

Partnership Shares – you can choose to buy shares in Legal & General Group by making contributions from your gross salary. You can withdraw these shares from the Trust at any time on payment of income tax and NI. However, after 5 years, your shares can be withdrawn free of tax and NI. In addition, the company will give you, free of charge, one matching share for each partnership share purchase by you up to a maximum of £20 per month. Matching shares must be held for a minimum of 3 years, after which they may be withdrawn subject to tax and NI. If you withdraw them after 5 years, you will get them free of tax and NI.

Free Shares – Periodically, the Company may choose to make a grant of free shares to eligible employees to be held in trust on your behalf. You may withdraw them after 3 years subject to tax and NI, or wait 5 years and they will be released to you free of tax and NI.

Share Awards – at the discretion of the Company, as part of the annual review process you may be eligible to be awarded Legal & General shares or share options. Any such awards are in addition to any cash bonus you may receive.

### **Subsidised Gym membership**

We have substantially discounted gym membership with LA Fitness, one of the country's largest chains of clubs. LA Fitness has 24 clubs in the Greater London area, with 3 within easy distance of One Coleman Street (Leadenhall St, St Paul's and London Wall). A fourth club at Aldgate, still fairly close by, has squash courts with a resident professional coach. All three nearby clubs have well- equipped gyms, Pools and good range of lunchtime and evening classes, with staff on hand at all times.

We have secured the following rates to be offered to L&G employees on production of an ID card -

<i>Gold Membership (Leadenhall club only)</i>	<i>£44/month</i>
<i>Platinum Membership (all clubs except South Ken)</i>	<i>£52/month</i>