Public Fund Accounting Team Assistant

Reporting to	Head of Public Funds Accounting	**Contract**	Permanent – Part Time, 0.6 FTE
SMCR Role	Conduct	**People Management**	No

About London CIV

London CIV is the investment pool for the Local Government Pension Schemes (LGPS) of London and Buckinghamshire local authorities. Authorised and regulated by the FCA, the pool is owned by all London boroughs, the City of London and Buckinghamshire (also known as London CIV's Partner Funds).

The pool provides a broad investment offering across public markets through its Authorised Contractual Scheme (ACS), alongside a range of private markets funds. London CIV also provides Partner Funds with investment strategy and Strategic Asset Allocation (SAA) advice, alongside specialist pension advisory and support through LGPS PASS (Pension Advisory and Support Services). As of 30 September 2026, assets under management stood at c.£65 billion.

The role

As Fund Accounting Team Assistant at London CIV, you'll play a key role in supporting the delivery of high-quality financial reporting and fund administration across Public Markets. Reporting to the Head of Public Funds Accounting, you'll work closely with internal teams and external partners to ensure timely, accurate and insightful financial information is available to our clients and stakeholders.

This part time position of 3 days per week (Thursday must be in person in our offices) offers a unique opportunity to gain hands-on experience in fund accounting within a regulated asset management environment. You'll need strong organisational skills a proactive mindset, and the ability to work collaboratively across teams.

What you'll be doing

You'll support the Public Fund Accounting function through a range of responsibilities including:

Reporting & Oversight

- Co-ordinate the receipt and review of external reports from third parties, ensuring they meet internal requirements and add value to London CIV's oversight processes.
- Assist with the production and maintenance of internal reports such as RCSA (Risk and Control Self-Assessment) and third-party controls oversight documentation.

Fund Administration

- Review and complete checklists for key investor reports including monthly holdings, Annex IV submissions, CTI, quarterly savings and performance slides.
- Review and validate management fee workings for Public Markets fee calculations against prospectus rates.
- Maintain invoice logs and VAT schedules, ensuring timely payment and accurate allocation of third-party costs.

Governance

- Liaise with Governance to ensure the smooth running of the quarterly EVC meetings including collating all papers from relevant parties and circulating to the Committee.

Vendor & Stakeholder Engagement

- Assist with third-party oversight including meeting support, systems access, query tracking and KPI reviews.

Client Servicing

- Collaborate with client-facing teams to resolve operational queries and contribute to a positive client experience.

Leadership and Culture

- Work closely with senior leaders across the organisation to support the performance of the operations function. This will involve leading by example to inspire colleagues, support talent, and role model what good looks like to your peers.
- Demonstrate the behaviours and standards that contribute to a strong organisational culture.

- Act as an internal centre of excellence within your area of specialism, promoting consistent standards, sharing knowledge, and driving continual improvement across the organisation.
- Maintain high standards of professionalism at all times. Adhere to the conduct rules expected of a Conduct employee under the SMCR.
- Proactively lead engagement across all LCIV teams, as well as external stakeholders ensuring clear and timely communication. When it comes to high-priority projects, proactively act as a bridge between stakeholders, and employees, ensuring alignment in objectives, priorities and delivery.

What we're looking for

Essential

- Strong organisational, analytical and numerical skills.
- Ability to work independently with a proactive and solutions-focused approach.
- Proficiency in Microsoft Office, particularly Excel, Word and PowerPoint.
- Clear and confident communication skills, with the ability to engage stakeholders at all levels.
- Collaborative mindset and ability to work effectively in small teams within a matrix structure.
- General understanding of financial services and fund operations.
- Commitment to high professional standards, including equality, diversity and the Nolan Principles.

Desirable

- Quick to learn and able to adapt to new tasks and systems.
- Forward-thinking with the ability to anticipate future needs and implications.
- Enthusiastic about continuous learning and personal development.

What we offer

10% employer pension contribution, 26 days' annual leave plus 3 extra days over Christmas, hybrid working, private medical insurance, enhanced family-friendly pay, study sponsorship and more. Ask us for our full benefits summary.

We are committed to building an inclusive team and welcome applications from all backgrounds. If you need any adjustments during the recruitment process, just let us know.

Our values

Collaboration
We work together to build and sustain strong partnerships both internally and externally

Responsibility
We are committed to deliver on our promises, meet the needs of our stakeholders and go the extra mile

Integrity
We act with honesty, ethics, and respect in everything we do

Diversity
We respect and celebrate our differences and create an inclusive environment where everyone feels welcome