

## FRP PMDT Programme Finance Analyst

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**Department:** Health and Community Services

**Division:** FRP Project Management Delivery Team

**Reports to:** Head of PMDT

**JE Ref:** HCS1273

**Grade:** CS13

**JE Date:** 18/01/2024

### Job purpose

The Programme Finance Analyst will be responsible for managing and delivering timely, insightful healthcare specialist financial analysis and reports to the Head of the PMO, the finance change lead, chief executive officer for health, key stakeholders, and customers across the Government of Jersey. This will enable effective, informed decision making based upon evidence and fact to support the short- and longer-term financial sustainability of the Health and Community Services Department. They will turn financial and activity data into information, information into insight to enable informed business decisions.

Through application of technology and analytical techniques, including trend analysis and visualisation, reporting will provide a short to long term outlook, incorporate budgeting and clear analysis that enables an assessment of value for money (inputs and outcomes) and be concise with insightful commentary.

The post holder will provide senior financial analysis for the project delivery work streams to ensure finance recovery programmes are on track and offer up best value for money and in line with the delivery aims and objectives of each workbook. Working Alongside the Head of PMDT as part of the project delivery team and accountability to Finance Change Lead and Chief executive Officer for HCS, the role will provide valued financial insight, strategic support, and challenge to a complex portfolio of project delivery and drive local financial and performance plans in line with Financial Recovery Group. They will act as a link between Treasury and Exchequer teams and the business.

### Job specific outcomes

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role.

### Main Duties:

- The establishment of effective partnering relationships with specific departments and project delivery team to ensure open and continuous dialogue on all financial matters and decisions.
- Support the Programme Director and Head of PMDT through the delivery of the financial recovery and transformation programme as an expert analyst by designing and producing financial

analysis and costings to maintain a suite of routine tracking reports, recovery plans, cost improvement plans, business plans, and inform investment proposals and options appraisals.

- Work with the programme team to develop and agree a coherent set of prioritised objectives for engagement with stake holders. To have overall responsibility for all aspects of financial management in conjunction with the Programme Director and Head of PMDT for:
  - a. Monthly detailed financial tracking reports to the management team
  - b. Identification of all financial risks and mitigation strategies
  - c. Variance and trend analysis
  - d. Year-end forecast outturn and future year impact
  - e. Patient Level Information and Costing Systems (PLICS) reporting
  - f. Progress against efficiency programme targets
  - g. Workforce trends and trajectories, with financials
  - h. Activity trends and trajectories, with financials
  
- Manage the build, review and maintenance of key financial models, identifying suitable inputs and desired outputs and implementing a suitable, robust solution.
- Build and maintain the Patient Level Information and Costing System within HCS. Establish and uphold appropriate PLICS Governance Framework. Identify and prioritise improvement plans to provide enhanced insights aligned to strategic information needs. Provide insightful analysis from the PLICS models.
- Act as a key liaison with Finance Business Partners across departments, and other customers with the States Treasury and Exchequer department, to continuously drive the quality and insight of financial and non-financial reporting and analysis.
- Championing the process and technology change required to deliver, and successfully embed, a new finance system within the States.
  
- Agrees and oversees the benefits realisation for the portfolio to ensure that change and continuous improvement projects contribute to the overall business' objectives and communicates progress with senior stakeholders.
- Analyses complex situations and uses evidence, experience, and sound professional judgement to develop a strategic understanding of the portfolio and its dependencies and resolve issues where there are conflicts in stakeholder perspectives and priorities.
- Advises on data needed to support development of the portfolio so that key project decisions and governance are supported by a sound base of evidence.
  
- Promoting the strategic direction outlined by Ministers, Senior Leadership, and the vision for Financial Recovery Plan.
- Evaluate the departmental revenue and capital programmes and projects for value of money, including changes to funding streams, commercial opportunities, and financial targets to support the delivery of the Corporate Plan.
- Understand, monitor, and report on financial risks resulting from decision making, escalating any concerns or issues in a timely manner whilst seeking to find resolutions for and managing any conflict which may arise to resolution.
- Assist the Head of PMDT with providing Finance leadership and partner organisations with independent analysis and interpretation of financial and performance material; ensuring decisions are made with consideration for financial resources and meet the financial objectives of the States.

- To provide complex, sensitive, contentious information (financial and non-financial), advice and support to the programme.
- Present complex information in an understandable manner to senior non-financial managers utilising presentational aids and their extensive financial experience to impart knowledge to senior managers and colleagues.
- Responsible for the preparation of the programme annual budgets, ensuring that Managers are fully involved in the budget setting process.

Other:

- Manage your professional development, keeping up to date with relevant accounting standards, developments, and statutory legislation – including, but not limited to, Professional Membership requirements, Jersey Public Finance Law, service developments/initiatives and States policies and procedures to provide strategic insight to departments.
- Put Finance at the heart of decision-making in departments by providing high quality financial advice, principally to the Executive Director and Head of PMDT, on policy, cost drivers and performance metrics.
- Propose and influence methods to improve financial literacy within departments through advocating and executing financial process, policies, and standards. Act as a coach and conduit to develop financial management understanding and champion training in systems, business cases, reporting, costing, as well as adherence of Jersey Public Finance Law and Financial Directions.

Undertake other duties and responsibilities of a similar nature as may be required from time to time.

### **Statutory responsibilities**

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### **Organisational structure**



## Person Specification

Specific to the role		
Attributes	Essential	Desirable
<b>Qualifications</b>	Degree, Qualified Accountant or Equivalent Experience Member of a professional Organisation	<ul style="list-style-type: none"> <li>Quality/risk course Project management course</li> <li>Member of professional organisation</li> </ul>
<b>Knowledge</b>	<p>Advanced knowledge of;</p> <ul style="list-style-type: none"> <li>The role of the Finance Function in leading and driving organisational wide financial stewardship</li> <li>The States of Jersey Finance Law, or a comparable organisation, and its strategy, ministerial functions, policy developments, and the ability to apply financial analysis and advice to the above</li> <li>Finance processes as they relate to the role</li> <li>The role of Finance in maintaining accurate data and systems as appropriate to the role</li> <li>Statutory and management financial reporting as it relates to this role</li> <li>Relevant accounting practices, comparable Finance Law and associated Finance Directions</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of; <ul style="list-style-type: none"> <li>The activity and processes of Government including interaction between politicians and officials</li> <li>The Policy process and the role of Finance in policy development, execution and realisation</li> </ul> </li> </ul>
<b>Technical / Work-based Skills</b>	<ul style="list-style-type: none"> <li>Numerical skills and the ability to work accurately with figures whilst under pressure and produce management information.</li> <li>Analytical skills. IT skills, with a knowledge of Microsoft office software, in particular Excel with the ability to use formulas, development of spreadsheets, and the ability to analyse and present statistical and performance data.</li> <li>Ability to apply accounting concepts to the production of accounts and management information.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of and ability to develop/interpret Patient Level Information and Costing Systems (PLICS) reporting</li> </ul>

<p><b>General Skills/Attributes</b></p>	<ul style="list-style-type: none"> <li>• Oral and written communication skills with the ability to adapt the approach dependent on circumstances.</li> <li>• Willingness to challenge.</li> <li>• Ability to work at pace and retain a resilience in the face of pressurised situations.</li> <li>• The ability to prioritise and manage their workload</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Est. 0-5 years post qualification experience</li> <li>• 5-7 years' experience working in a finance role (preferably public sector)</li> <li>• Experience leading, inspiring and developing teams</li> <li>• Management experience within a similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a business partnering role</li> <li>• Analysis and clear presentation of data to support appropriate financial strategies and policies at a ministerial and corporate level</li> <li>• Use of financial software packages and experience in the development of spreadsheets</li> <li>• Experience of training / supervising staff</li> <li>• Experience collating and interpreting statistical and performance data, working accurately to strict deadlines with the ability to analyse and present statistical and performance data</li> <li>• Experience working alongside Senior Managers within Government</li> </ul>

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.