

Job Title **Finance Manager**

Department:	Law Officers' Department
Section:	n/a
Reports to:	Practice Director
JE Ref:	LOD1003.1
Grade: CS11	JE Date: 29/05/2024

Job purpose

The Finance Manager is responsible for providing financial decision advice, support and accounting and reporting services to the Accountable Officer and the Law Officers' Department's Senior Management Team (for a budget of over £50m in the Government Plan Period), enabling the Department to adhere to the Public Finances Manual and the Lexcel Standards for financial management.

Job specific outcomes

Provide advice and support to the Accountable Officer in relation to the preparation and monitoring of budgets, including efficiency savings in order to ensure value for money and the Accountable Officer adhering to the Public Finances Manual and compliance with the Public Finances (Jersey) Law 2019.

Advise and assist the Accountable Officer in discharging their finance duty in respect of the application of financial processes and controls, inclusive of any accounting responsibilities, to ensure compliance with financial regulations, improving processing efficiency, and reducing financial risk.

The postholder is expected to be comfortable to challenge budget holders, stakeholders and Crown Officers to ensure that expenditure is prioritised effectively as well as providing insightful and proactive support that drives decision making.

Evaluate the departmental revenue spend, projects, grants and income streams to ensure adherence to the Public Finances Manual and alignment with the Department's Business Plan objectives.

Understand, monitor and report on financial risk resulting from decision making, escalating any concerns in a timely manner while seeking to find resolutions for and managing any conflict which may arise to resolution.

Act as delegate for the Accountable Officer functions of the Practice Director role in line with the Department's Scheme of Delegation.

Prepare accounts, including the preparation of timely and accurate monthly management accounts and statutory accounts within timescales as put in Government of Jersey accounting policies.

Review management and statutory accounts in conjunction with the Directors, to contribute toward ensuring that the Department remains on target to meet budgets and fulfil objectives. This will include supporting managers in the interpretation of actual income and spending against budgets, analysis of variances and formulation of forecasts.

Support in developing, operating and maintaining financial systems, processes and procedures which ensure finances are regulated, controlled, supervised and accounted for in accordance with corporate financial control and governance frameworks and the public finance law.

Produce ad hoc financial reports and the collate non-financial performance data within the department.

Ensure payments and receivables for the department are made or received in a timely manner and records are correctly maintained.

Monitor Court and Case Costs spend by the Department and ensure that spend figures are available on all cases to provide statistical analysis and in order to recover costs where possible.

Adopt Internal Audit and C&AG financial recommendations that apply to the Department.

Take an active role in identifying potential cost savings and cost recovery.

Manage the Finance team within the Department with Line Management responsibility for the Court Proceedings Officer.

Manage their own professional development, keeping up to date with changes in the Public Finances Manual and Public Finances (Jersey) Law 2019

Keeping up to date with service developments and initiatives and States of Jersey policies and procedures to provide strategic insight to the Department.

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.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

States of Jersey Public Sector

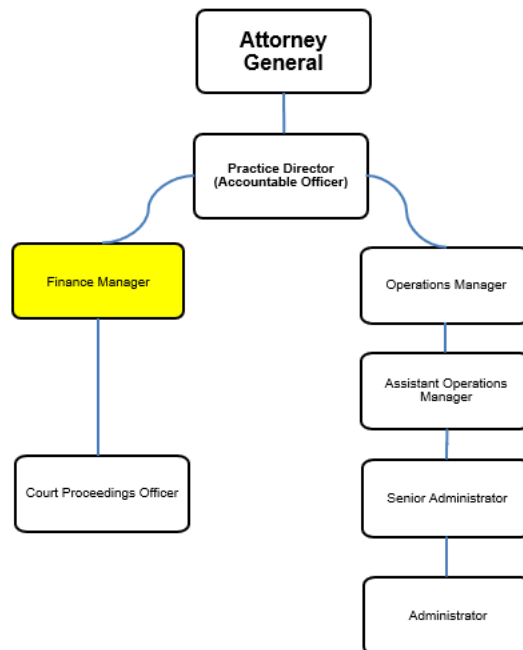
Government Departments

Customer and Local Services
 Children, Young People, Education and Skills
 Economy
 External Relations
 Health and Community Services
 Infrastructure and Environment
 Justice and Home Affairs
 Treasury and Exchequer
 Cabinet Office:
 • Office of the Chief Executive
 • People Policy and Digital

Non-Ministerial Departments

Bailiff's Chambers
 Judicial Greffe
Law Officers' Department
 Office of Lieutenant Governor
 Probation and Aftercare
 States Assembly
 Viscount's Dept

Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Finance / Economics Degree, Qualified Accountant or Equivalent Experience</p>	<p>Member of a Professional Organisation such as ACCA, CIMA, CIPFA or ICAEW.</p>
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>In-depth knowledge of the Public Finances Manual.</p> <p>Detailed knowledge and experience of Generally Accepted Accounting Principles combined with an understanding of the Public Finances (Jersey) Law 2019</p>	
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Highly proficient use of Microsoft Office applications, in particular Microsoft Excel.</p>	<p>Experience of Practice Management Systems and time recording / billing systems.</p>
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>The ability to clearly present data to support appropriate financial strategies and policies.</p> <p>Be able to work effectively under pressure.</p>	

	<p>Strong interpersonal skills including negotiating, influencing and relationship building.</p> <p>The ability to communicate effectively at all levels both orally and in writing to staff and external contacts.</p> <p>The ability to set and work within own deadlines, meeting target completion dates for implementing projects.</p>	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of developing and implementing financial controls and procedures along with the ability to produce and interpret management and statutory accounts.</p> <p>Significant experience working in a financial management role.</p> <p>Experience of analysis and clear presentation to senior stakeholders of financial data to support appropriate financial strategies.</p> <p>Experience of line management and training / supervising staff.</p>	<p>Experience in a public sector legal environment, private practice law firm or a professional services firm.</p>

Personal Attributes

[Please note – the non-ministerial departments have not had GoJ ‘tiering’ applied to their roles.]