

Head of Finance

Department: Court Service (Judicial Greffe and Viscount's Department)

Section: Finance Team

Reports to: Chief Operating Officer

JE Ref: SG1016

Grade: CS13

JE Date: 27/05/2022

Job purpose

To manage the finance function of the Court Service (Judicial Greffe, Viscount's Department, Magistrate's Court Greffe and Tribunals Service), ensuring that the Court Service's financial strategies, policies and procedures are compliant with States objectives, statutory requirements and best practice, maintaining the highest standards of corporate governance, and putting finance at the heart of departmental decision-making. The post-holder is the key point of contact with the Treasury, working closely to develop and implement financial policies.

To oversee the fulfilment of financial duties by other managers with regard to the preparation and monitoring of budgets, financial models and business cases, and leading on corporate reporting and strategic planning.

To be the financial specialist and key management adviser for the Court Service, with significant decision-making authority. The post-holder is expected to communicate effectively and be comfortable with challenging budget holders.

As the source of financial expertise for the Court Service, to provide advice and support to the Viscount and Judicial Greffier (as Accountable Officers for their respective areas) and the Senior Management Teams generally, providing valued financial insight, strategic support and challenge to the Departments, and driving the local financial and performance plan.

Job specific outcomes

- Act as principal financial adviser to the Judicial Greffier, Viscount and the Senior Management Teams through the month-end variance analyses, year-end forecasts, final accounts and annual budget setting process, putting finance at the heart of decision making.
- Provide advice and support to operational managers to enable them to discharge their financial duties in relation to the preparation and monitoring of budgets, financial models, business cases, risk management and decision making processes, in order to maximise efficiency and give best value for money.
- Coach and train operational managers to increase their financial literacy and expertise, to enable better decision making and financial processing, thereby ensuring that departmental plans fully reflect financial considerations, particularly when business cases are being made.
- Review management and statutory accounts in conjunction with operational managers, senior management and the Chief Operating Officer, to ensure that the Court Service 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.

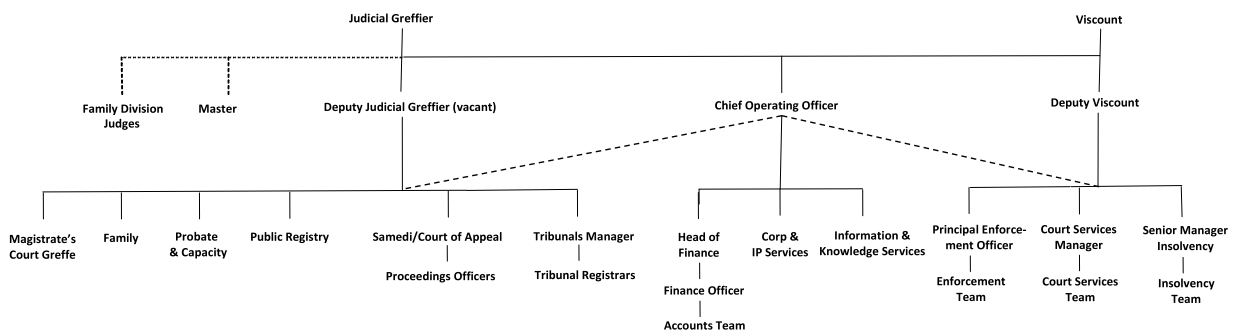
- Plan, organise, monitor and control the Court Service budgetary and financial functions (including Court and Case costs) in accordance with States objectives, statutory requirements, best practice, and the highest standards of corporate governance. The Court Service net budget for 2022 is £10.7m.
- Ensure the development and maintenance of best financial management practices, and advise on operating and maintaining financial systems. Ensure that the finances of the Court Service are well regulated, controlled, supervised and accounted for, such that there is full compliance with the Public Finances (Jersey) Law 2019, the Public Finances Manual and the Jersey Financial Reporting Manual.
- Evaluate departmental revenue and capital programmes and projects for value for money, including changes to funding streams, commercial opportunities and financial targets to support the delivery of the Court Service business plan.
- Be responsible for the financial aspects of the functioning of the Viscount's Department computerised client database and accounting system (Plainsail), and manage the interface with the States of Jersey JD Edwards system or any successor system. Project manage any future development and enhancement of, or replacement of, Plainsail, interfacing as required with external consultants, system suppliers and Modernisation & Digital.
- Manage the safe keeping of third party assets, which have amounted to up to circa £300m, held by the Viscount's Department. Maintain and develop the online banking system, and manage income and expenditure relating to third party assets, ensuring that all transactions are properly authorised, documented and controlled. Supervise and authorise the regular in-house autopay processes, producing cheques for suppliers, lawyers, litigants in person and recipients of maintenance and compensation. Keep policies and authorities for processing third party assets under review to ensure they remain fit for purpose and minimise risk to the Department.
- Be responsible for the processing of all invoices relating to the Court Service, including Court and Case costs, through JD Edwards or its successor systems. Be responsible for the accurate allocation of income across the whole of the Court Service. Provide budget holder authorisations in line with the scheme of delegation in force.
- Participate in working groups considering changes to law and practice affecting finance matters. Keep under review changes in banking processes and payment technologies and implement new methodologies in the Department where applicable, to ensure an efficient process meeting customer needs.
- Be responsible for processes and procedures in relation to the collection and reporting of departmental income received as Stamp Duty (£58m in 2021) under the Stamp Duties and Fees (Jersey) Law 1998.
- Be responsible for the leadership, operational management and training of the Court Service Finance Team (4 members of staff), and ensuring the effective deployment of financial systems and supporting technology.

Statutory responsibilities

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

Organisational structure

Court Service Functional Organisation



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level (or equivalent).</p> <p>Qualified Chartered or Certified Accountant.</p>	<p>Management qualification (for example, CMI Level 5 in Management and Leadership).</p>
Knowledge	<p>Advanced knowledge of:</p> <ul style="list-style-type: none"> • the role of the finance function in leading and driving organisational wide financial stewardship; • Public Finances (Jersey) Law 2019 (or comparable legislation), ministerial functions, policy development, and the application of relating financial analysis and advice; • finance processes as they relate to the role; • the role of finance in maintaining accurate data and systems as appropriate to the role; • statutory and management financial reporting as it relates to the role; • relevant accounting practices, public sector accounting requirements (including GAAP), the Public Finances Manual and the Jersey Financial Reporting Manual. 	<p>Knowledge of:</p> <ul style="list-style-type: none"> • the activity and processes of Government including interaction between politicians and officials; • the operational independence from Government of the Court Service; • the policy process and the role of finance in policy development, execution and realisation; • strategic and operational requirements of the Court Service.
Technical / Work-based Skills	<p>Track record of CPD in finance.</p>	<p>Be able to identify areas for improvement, assist with implementing change and as far as</p>

	<p>Ability to maximise exploitation of IT and deliver unified finance function across Court Service.</p> <p>Extensive knowledge of IT systems in general, but in particular with MS Office, on line banking and related applications.</p> <p>Ability to understand functional capabilities of bespoke accounting system (Plainsail) in order to maintain and upgrade the system, and full working knowledge of Treasury systems.</p> <p>Familiarity with financial software packages and experience in the development of spreadsheets, combined with the ability to analyse and present statistical and performance data.</p>	<p>possible anticipate and prepare for anything that may influence the finance function and its future operation.</p> <p>Understanding of the Jersey Court system and knowledge of court procedures.</p>
<p>General Skills/Attributes</p>	<p>Vision and persuasive ability in order to act as member of the Senior Management Team in both Departments and key intermediary with the Treasury.</p> <p>Excellent communication and inter-personal skills and ability to understand stakeholder requirements.</p> <p>Skill to motivate and influence staff in order to achieve end results.</p> <p>Ability to collate and interpret statistical and performance data, working quickly and accurately to strict deadlines.</p>	

<p>Experience</p>	<p>5 years post qualification experience.</p> <p>At least 10 years' experience in financial management, budget preparation and monitoring (preferably public sector).</p> <p>Management experience and excellent human relations skills, in order to manage own team and interface effectively with other managers and clients.</p> <p>Experience of leading, inspiring and developing teams.</p>	
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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.