

Head of Financial Governance

Department: Treasury and Exchequer

Division: Risk and Audit

Reports to: Director, Risk and Audit

JE Reference: STE1013

Grade: CS15

JE Date: 5/8/2021

Job purpose

The Head of Financial Governance will have a unique opportunity to adapt the policies and procedures of States of Jersey to its corporate goal of creating an integrated organisation. The role will also lead the translation of the new principle based Public Finance Law into regulations for the organisation.

The post holder will embed the culture of accountability and good governance by developing governance policies, training, monitoring compliance and recommending actions to prevent risks. The postholder will actively engage with the Risk and Audit team, along with the colleagues from States Treasury and Exchequer to determine the level of rigour required to eliminate or minimise risks. The role's ambition will be to enhance transparency and value for money to provide modern and agile public services..

Job specific outcomes

1. Provide advice to the Treasury and Resources Minister, the Treasurer and other Accountable Officers and Ministers on the content and interpretation of the Public Finances Law and the Public Finances Manual;
2. Prepare regular, value adding reports on the suitability of governance within the States (including its arm's length bodies) through development and co-ordination of a States wide Corporate Governance Framework including oversight and regular liaison with the Corporate Governance Development Group and departmental Corporate Governance leads – noting risks, issues, actions, recommendations, and breaches regarding decision-making.
3. To lead on the streamlining of the completion and development of the annual corporate governance statements for the Annual Report and Accounts process, and co-ordinate the activity of the States wide senior officers Public Finances Manual Monitoring and Management Group;
4. Responsible for overseeing that all the financial management and control activities, including planning, budgeting and reporting is being conducted in accordance with regulatory and legal requirements – collaborate with the Head of Risk, and Head of Internal Audit to challenge ways of working in all areas of the States of Jersey.
5. Monitor the impact and adherence to the Public Finance Law; oversee and implement changes in the Public Finance Law and the regulatory environment as necessary. Actively seek feedback from stakeholders on the Public Finance Law, and Public Finance Manual to ensure it remains fit for purpose, supporting the delivery of the States' corporate priorities.
6. Oversee the maintenance and updates to the Public Finance Manual, and associated policies and procedures as necessary.

7. To support the Chief Executive and Treasurer in managing ongoing relationships with the Comptroller and Auditor General, as well internal stakeholders within Finance and across the organisation.
8. Build awareness and enable access to the States wide Corporate and financial governance framework and associated elements and artefacts. This includes, and is not limited to, regular training to staff across the States to build capability and awareness of the Public Finance Manual, its benefits and why it is important to the success of the 'One Government' approach.
9. Provide advice and support on regulatory and compliance matters which may arise from time to time and to lead on responses to Ministers, the Council of Ministers, Non-Ministerial Departments and the Executive Leadership Team where appropriate;
10. To support the Chief Executive and Chief of Staff with development, management and reporting of data within the Public Accounts Committee (PAC) tracker including representation and support to PAC where required;
11. To liaise with and co-ordinate the work of Departmental Governance leads in maintaining the PAC tracker system and to co-ordinate responses to Freedom of Information requests on behalf of the Treasury and Resources Minister and the Treasurer;
12. Manage relationships with regulatory agencies to be able to continue to ensure compliance with the requirements and laws.
13. Work with colleagues throughout the States to lead the development and implementation of robust financial governance in the States' arm's length bodies.

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 job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

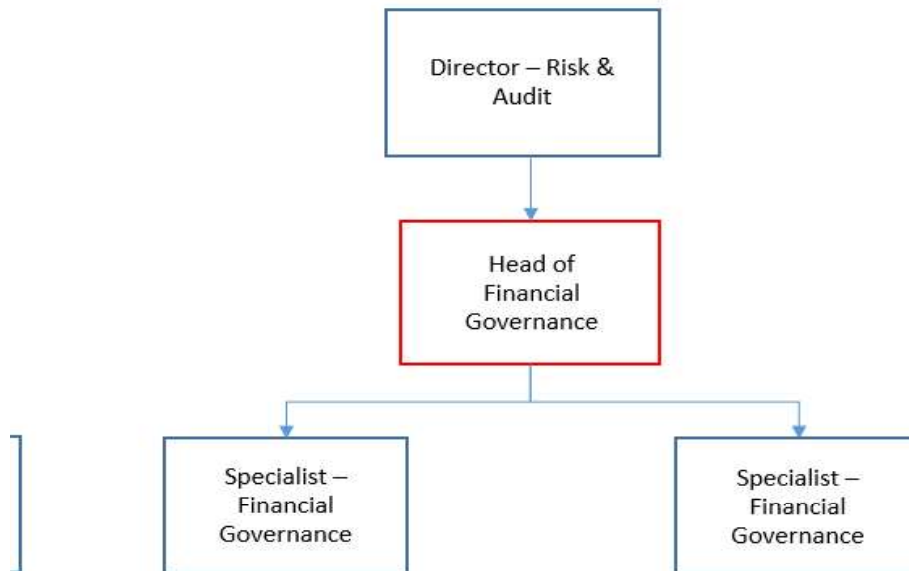
Report to the Director of Risk and Audit

Prepare reports to relevant Boards (e.g. Public Accounts Committee; Risk & Audit Committee, Executive Leadership Team, and the Operating Committee of ELT) on a periodic basis.

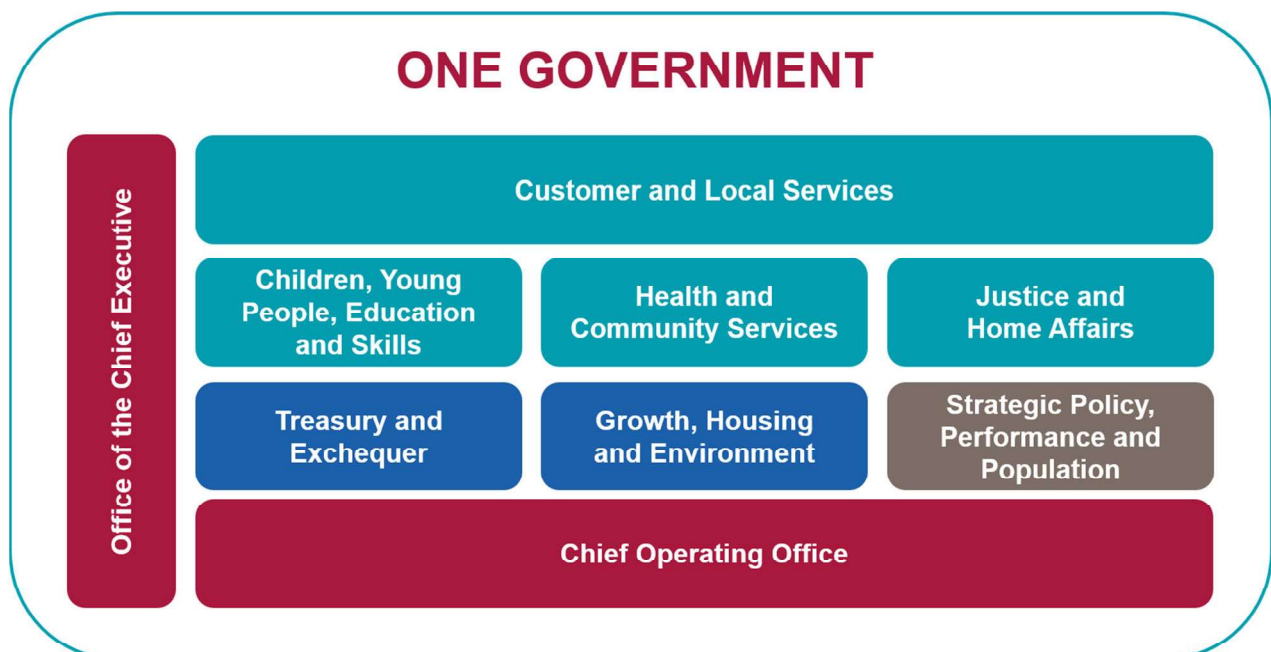
Work closely with Director Generals in all departments (including Arm's Length Organisations) and their teams to ensure the Public Finance Manual and governance framework is clearly understood and followed.

Form trusted working relationships with the Performance, Accounting and Reporting team and others (as relevant) to obtain evidence of non-compliance of the Public Finance Manual.

Organisation chart



Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Qualified Accountant or Equivalent Experience	Post Graduate Qualification in Business or Corporate Governance
Knowledge	<p>Advanced knowledge of:</p> <ul style="list-style-type: none"> • Activities and role of the Finance Function in leading and driving organisational wide financial stewardship. • Working knowledge of the legal and regulatory framework and requirements of government agencies • Legal and regulatory requirements impacting an organisation like State of Jersey. <p>Finance processes as well the associated checks and controls.</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Leading practice governance frameworks in Jersey or comparable jurisdictions.
Technical / Work-based Skills		
General Skills/Attributes	<p>Ability to prioritise, multi-task and work under pressure.</p> <p>Ability to act with discretion and sensitivity in dealing with confidential matters. Excellent decision making skills required.</p> <p>Strong leadership skills with the ability to motivate, employees, delegating appropriately, managing performance whilst delivering the departmental objectives.</p> <p>Sound political judgement, with the ability to comprehend multi-strand, information, which can be politically sensitive, controversial and contentious.</p> <p>Excellent interpersonal, negotiating and influencing skills is required, sometimes at a senior or political level to build relationships.</p> <p>Ability to understand and interpret complex issues in order to offer advice based on a</p>	

	<p>sound understanding of government wide financial/audit matters.</p> <p>Ability to apply critical thinking, applying this insight in a practical and engaging manner with the ability to make 'the right choice' often under pressure, where there is not a simple, or single option;</p> <p>Ability to professionally challenge any views, responses or decisions.</p>	
Experience	<ul style="list-style-type: none"> • Est. 5-10 years post qualification experience working in various financial and financial governance roles • Dealt with a range of government issues impacting the financial governance of the organisation • Managed relationships with external regulatory agencies' and advocated on behalf of the organisation • Articulated changes and impacts to financial governance to senior stakeholders within the organisation. • Ability to communicate effectively, influencing where necessary. 	<ul style="list-style-type: none"> • Prepared statutory financial accounts • Line-management and human resources management
Criteria relating to Safeguarding		

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

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 1 to 3 core accountabilities, attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.