

Head of Group Reporting

Department: Treasury & Exchequer

Division:

Reports to: Director, Risk and Audit

JE Reference: STE1014

Grade: 15

JE Date: 5/8/2021

Job purpose

The Head of Group Reporting is a strategically important Government wide role responsible for the preparation and delivery of the Government of Jersey Annual Accounts and effective financial reporting including consolidation of all group entities. The role is crucial to ensuring high levels of integrity and financial stewardship in the governance of the State's finances. The post holder is key to demonstrating how the finances of the Government of Jersey are governed and managed and are transparent to all internal and external stakeholders who rely on the finances of the Government and its Group entities. The post holder is responsible for working with the Treasurer to update and maintain the Jersey Financial Reporting Manual (JFREM) in line with International Accounting Standards.

Responsibility for the provision of professional advice and information to the Minister for Treasury and Resources, Executive Leadership Team and the Council of Ministers on the financial implications of major policies and strategies and the financial position of the States will lie with this Group reporting team, expanding the remit of the role outside of traditional regulatory reporting.

A key part of the role is being a focus for the statutory audit including liaison with the Treasury Minister, Treasurer, Chief Executive, Comptroller and Auditor General, States External Auditors, the Public Accounts Committee and the Risk and Audit Committee on all matters relating to the Annual Report and Accounts.

Job specific outcomes

1. Liaise with colleagues across Treasury and Exchequer (including Revenue Jersey), other relevant teams across the Government (e.g. Chief Operating Office), and external organisations to provide insightful, delivery focussed, timely reporting/financial statements to provide to all key stakeholders, both internal and external, including the Treasury Minister, Treasurer of the States, States Assembly, Council of Ministers, the public, Executive and Departmental Leadership teams and auditors with all of the relevant information they require.
2. Plan and oversee the year-end financial closure that ensures the Government of Jersey produces accurate and timely financial statements and supporting records including delivery of a faster close timetable and co-ordination with all parts of the organisation in delivering the non-financial elements of the Annual Report and Accounts
3. Work closely with internal and external partners, including Government Owned entities and other organisations, the Head of Analytics and Management information, to drive and improve

efficiencies and effectiveness, including the quality of the underlying financial data in the accounting systems, speed of year end close process and production of reports and accounts, used for both external and internal reporting purposes, making better use of technology and automation, and account completion timelines in line with expectations for Audit inspection as per organisations of a similar size.

4. Ensure that all changes to relevant international reporting standards and Jersey Laws are understood and that proactive amendments are made to the chart of accounts, underlying data, and reporting to ensure compliance including reviewing and updating the JFREM on an annual basis in order to meet international accounting standards.
5. Ensure that developments included in any new technology platforms or software are fit for purpose in assisting the organisation in continuing to deliver its financial reporting and other related responsibilities including group consolidation.
6. Direct, and influence teams across the Government of Jersey in ministerial, non-ministerial and group entities to ensure completion and presentation of financial statements for audit within agreed timelines. Influencing staff who can help achieve the above closing goals, and highlights risks and issues when required.
7. Provide advice and support to Financial Business Partners and others to ensure expenditure is accurately reflected in the general ledger in accordance with financial directions and accounting standards. Furthermore, providing advice to departments, teams and Strategic Finance in advice that can help deliver public services, for instance providing a steer on any expenditure that can be allocated against capital budgets.
8. Ensure required training on accounting matters to the External Reporting team and wider finance function.
9. Ensure appropriate mechanisms are in place for staff appraisal and development, influence the progression of learning and development plans contributing to the continuous improvement and development of a multi-functional team.
10. Undertake other duties and responsibilities of a similar nature as may be required from time to time.

Clearly state all or any responsibility for contact with vulnerable people in this section.

Statutory responsibilities

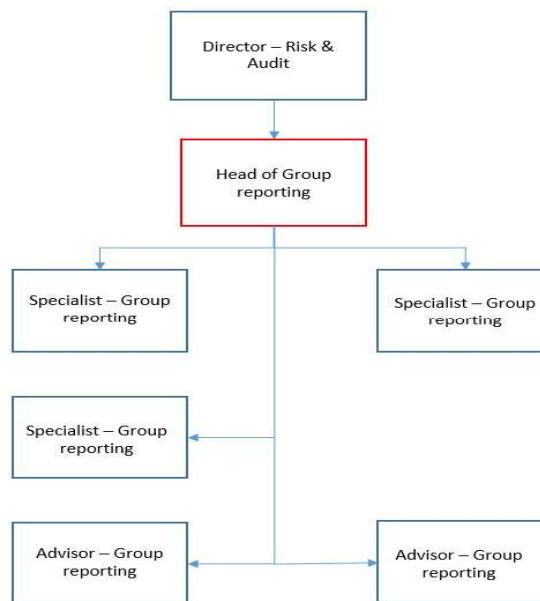
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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)

- Reports to the Director Risk and Audit.
- Provides reports and advice to the Treasury and Resources Minister, Executive Leadership Team, Public Accounts Committee, Council of Ministers and the Risk and Audit Committee on a regular basis.
- Provides relevant senior officers with advice on financial reporting, performance and capital planning matters to drive timely decisions.
- Close liaison with the Comptroller and Auditor General and representatives of external bodies such as external auditors, working in conjunction with the Head of Analytics and Management Information as necessary.
- Collaborates directly with Internal Audit to deliver information and associated changes required.
- Collaborate with the Finance Business Partners to ensure consistent external reporting in a clear, easy to understand format.
- Maintain regular contact with the Finance Systems Manager to ensure general ledger integrity is promoted and maintained to facilitate effective financial management.

Organisation chart



Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree, Qualified Accountant or Equivalent Experience	Post Graduate Qualification in Business or Management Information Systems
Knowledge	Advanced knowledge of: <ul style="list-style-type: none"> - The role of the Finance Function in leading and driving organisational wide financial stewardship. - The activity and processes of Government including interaction between politicians and officials - The Policy process and the role of Finance in policy development, execution and realisation. - 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 this role. 	Knowledge of: <ul style="list-style-type: none"> - The JD Edwards finance system - States of Jersey Finance Law and its application as appropriate to the role
Technical / Work-based Skills		
General Skills/Attributes	Effective written communication skills are required for effective report writing. Ability to delegate tasks and ensure these are seen through to conclusion Ability to motivate team members Ability to work at pace whilst maintaining accurate detail	
Experience <i>defined area of work if required by an external body (for example a period of post-qualification experience).</i>	<ul style="list-style-type: none"> - 5 – 10 years' post qualified experience - 7 – 10 years' experience working in a finance reporting role. - Minimum of 5 years management experience of leading a team including qualified accountants. - Experience leading, inspiring and developing teams. 	<ul style="list-style-type: none"> - External audit experience - Experience working alongside Directors

	<ul style="list-style-type: none"> - Experience setting departmental / finance strategy. - Experience in working with cross functional stakeholders to provide accounting advice <p>Experience in closing accounts and running the year end processes including producing statutory accounts and liaising with external auditors Experienced in the review and improvement of systems and procedures.</p>	and Senior Managers within Government.
Criteria relating to Safeguarding	<i>The role entails working in a confidential manner</i>	

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 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.