

Specialist Cost Benefit Analysis	
Department	States Treasury and Exchequer
Section	
Reports to	Head of Cost-Benefit Analysis & Investment Appraisal
JE Ref	STE1019.1
Grade	CS13
JE Date	12/04/2022
Job purpose	
<p>The Specialist – Cost Benefit Analysis will deliver the aim to bring finance to the heart of the Government of Jersey strategy being the interface between departments and the States of Jersey.</p> <p>The role will be a strategic partner for advising the effective allocation and prioritisation of resources, working closely with the drafters, approvers and sponsors (from across Government) of business cases to ensure proposes that represent the greatest value for money are prioritised..</p> <p>Drive the development and implement effective policies and operational delivery plans to support decision making and the continuous improvement agenda to bring efficiencies to all areas of Government.</p>	
Job specific outcomes	
<ol style="list-style-type: none"> 1. Lead the development of the States’ Strategy for Finance and providing advice to senior stakeholders across government on policy, incentives and investments, including the validation of costs and the financial and non-financial benefits of all policies. 2. Act as the professional advisor to the Government of Jersey on sensitive political information and pay award decision providing data to inform decision making. 3. Lead the development of robust reporting for Ministers on matters pertaining to policy and costing to inform Government decision making. 4. Champion the integration of Finance within policy development, building and maintaining strong relationships to ensure clients receive high standards of service and consistent finance communication with respect to costing and policy. 5. Lead the development of cost-benefit analysis policy within the Government contributing to the culture of continuous improvement by proposing and implementing enhancements where appropriate. This capability should be evidenced in robust business cases, reports and any other proposals that demonstrate cost-benefit analysis, developed using consistent approaches so projects are comparable in aiding prioritisation. 	

6. Manage own and the teams professional development ensuring appropriate mechanisms are in place for staff appraisal and development, influence the progression of learning and development plans contributing to the continuous improvement, development and professionalism of a team of multi-functional staff.
7. Responsibility for the service delivery and professional development of direct reports and wider finance teams to build finance capability throughout the Government to support continuous improvement of services delivered for the people of Jersey.
8. Propose and influence methods to improve financial management, financial literacy and processes and when appropriate challenge the status quo to drive this improvement.
9. Collaborate with colleagues in Strategic Finance and other stakeholders to ensure that policies are fully considered e.g. with costs and benefits forecasted, and clear mechanisms in place for measuring success prior to implementation.

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

One Government Departments



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
Qualifications	Degree, Qualified Accountant or Equivalent Experience at a senior level in cost benefit analysis Qualification in relevant investment appraisal discipline (business case development, cost benefit analysis, government decision making), HM Treasury Green Book	
Knowledge	Extensive demonstratable knowledge of; <ul style="list-style-type: none"> - leading and driving organisational wide financial stewardship. - Corporate Strategy development and how this links to every aspect of finance. - States of Jersey Finance Law, or equivalent and its application to business planning. - maintaining accurate data and systems as appropriate to the role. - Statutory and management financial 	

	<p>reporting as it relates to this role.</p> <p>- Costing and appraisal techniques in a public sector context.</p>	
Technical / Work-based Skills	<p>Numerical skills and the ability to work accurately with figures whilst under pressure and produce financial information.</p> <p>Policy, implementation, performance processes across the States - and the role of Finance</p> <p>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.</p> <p>Ability to apply accounting concepts to cost benefit analyses.</p>	
General Skills/Attributes	<p>Excellent verbal and written communication skills with the ability to adapt the approach dependent on circumstances.</p> <p>Evidence of ability to challenge and influence senior stakeholders</p> <p>Ability to work at pace and retain a resilience in the face of pressurised situations.</p> <p>The ability to prioritise and manage their workload.</p>	

<p>Experience</p>	<p>Experience working in a public sector finance role.</p> <p>Experience of integrating finance into policy, also offering strategic advice which aligns it with the organisation's Corporate Plan.</p> <p>Significant financial modelling experience.</p> <p>Experience of business case appraisal.</p> <p>Leading, inspiring and developing teams.</p> <p>-</p> <p>Experience of presenting complex data and reports to Executive Management Board level.</p>	
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Personal Attributes

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.