

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

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.

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..

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.

#### Job specific outcomes

- 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.



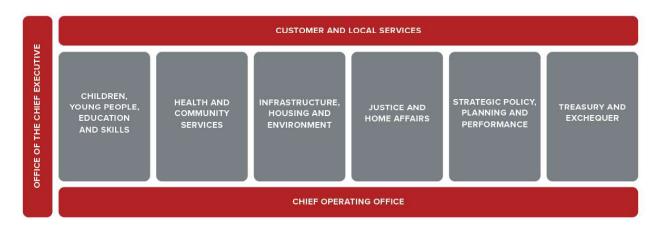
- 6. Manage own and the teams professional development ensuring appropriate mechanisms are in place for staff appraisal and development, influence the progression of learning and development plans contributing to the continuous improvement, development and professionalism of a team of multi-functional 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.

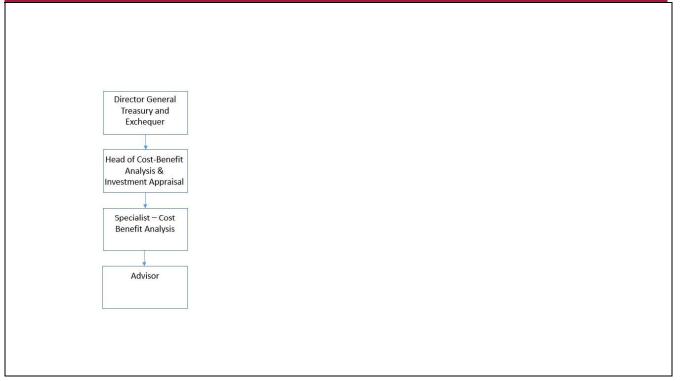
### **Organisational structure**



# **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; - 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	



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



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

# 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.