

<b>Manager Investments</b>	
<b>Department</b>	States Treasury and Exchequer
<b>Section</b>	
<b>Reports to</b>	Head of Treasury & Investment Management
<b>JE Ref</b>	STE1022.1
<b>Grade</b>	CS13
<b>JE Date:</b>	05/05/2022
<b>Job purpose</b>	
<p>The role will lead in the management of financial assets and holdings of the Government of Jersey to safeguard its long-term financial sustainability, actively aligning the financial investments with the risk appetite of Government of Jersey and providing professional high level direction to external investment managers.</p> <p>Create medium to long term cash flow forecasts to influence the cash management and investment of significant financial assets of Government and employee pension schemes, working with the Independent Treasury Advisory Panel to establish, monitor and review the strategies for those funds as well as leading on the performance and governance of external investment managers,</p> <p>The postholder will also be responsible for the States of Jersey debt portfolio which will include the issuance and management of debtors instruments.</p>	
<b>Job specific outcomes</b>	
<ol style="list-style-type: none"> <li>1. Lead the implementation of the Treasury &amp; Investment and Pension Fund Management Strategies, in order to provide feedback to the Government of Jersey on fund performance and the management of financial instruments.</li> <li>2. Analyse the performance of loans and investments to communicate emerging variances and provide professional direction to secure any necessary approval to make changes to investment strategies.</li> <li>3. Prepare annual and periodic investment reporting (including pension funds) to ensure timely, insightful, value added and accessible information is available to identify and mitigate risks and opportunities (including hedging strategies).</li> <li>4. Champion optimum investment performance, ensuring it is consistent with the agreed risk management strategy. Also ensuring compliance with relevant legislative requirements and leading practice in relation to borrowing, capital financing, use of financial instruments and hedging– and relevant corporate strategies (e.g. Risk Management).</li> <li>5. Lead a team in the preparation of the accounts for all States Funds in accordance with the relevant accounting standards and operate in accordance with agreed policies, procedures,</li> </ol>	

service level agreements and legal regulations (e.g. Jersey Finance Law). Act as the principal point of contact for the annual audit for PECRS, PEPS and JTSF.

6. Drive the collation of the cash flow forecasts assimilating inputs from various teams, challenging assumptions and reviewing variance analysis – continuously striving to deliver strategic improvements.
7. Direct the States of Jersey to ensure compliance with relevant legislative requirements and leading practice in relation to borrowing, capital financing, use of financial instruments and hedging in line with corporate governance frameworks and conduct horizon-scanning for any future initiatives in this area, recommend on how they could be applied in the Government. (eg building a new hospital).
8. Champion and maintain strong, beneficial relationships with financial brokers and banking organisations to ensure they derive value for the States of Jersey.
9. Propose and deliver financial management policies and procedures across the Government of Jersey and challenge the status quo to drive improvements. Act as a coach and conduit to develop financial management understanding and champion training for departmental teams on new and existing policies and procedures.
10. Manage own and the teams professional development, ensuring appropriate mechanisms are in place for employee appraisal, influence the progression of learning and development plans contributing to the continuous improvement and professionalism of a team of multi-functional staff.

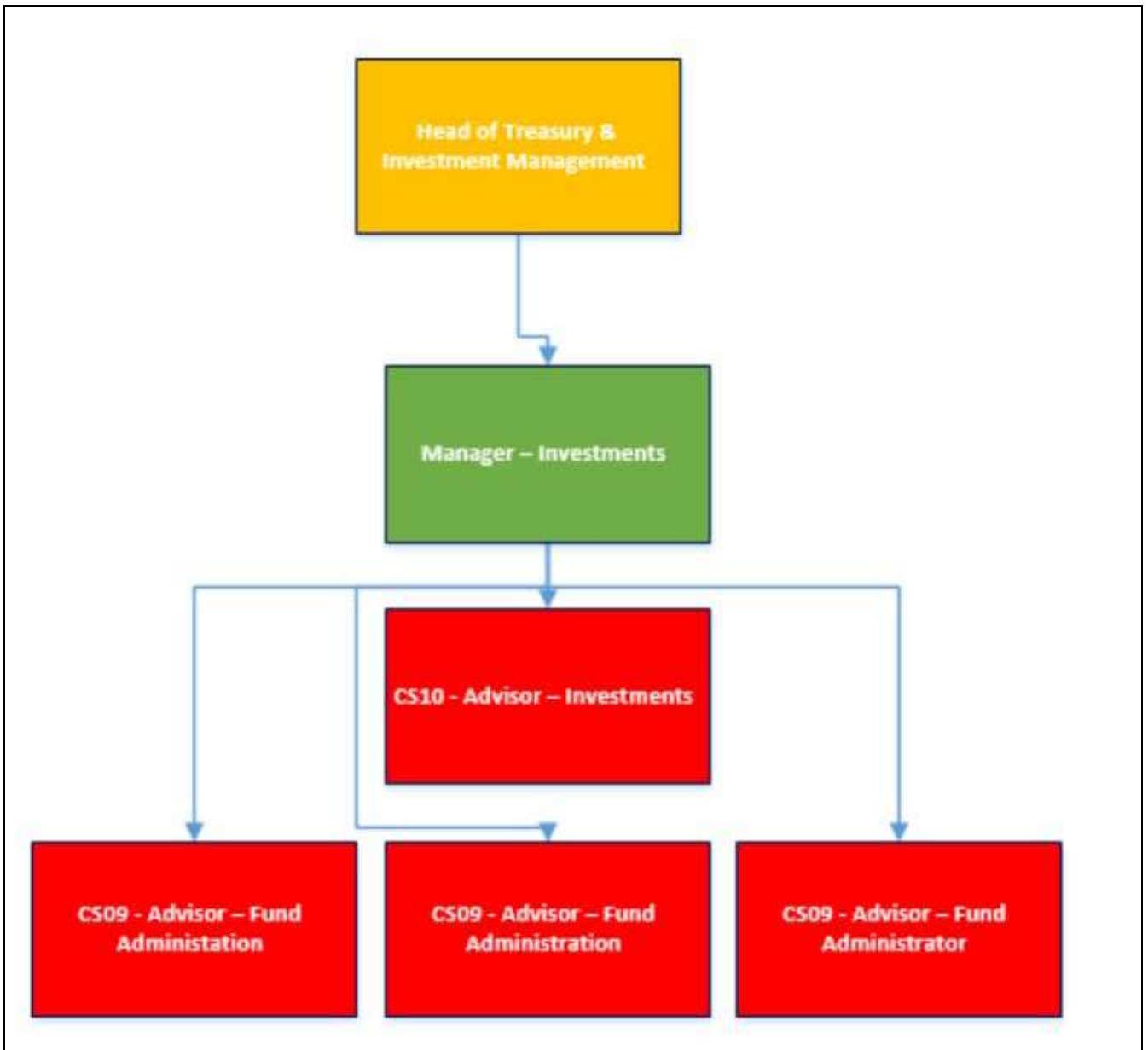
### **Statutory responsibilities**

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.

### **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
<b>Qualifications</b>	Degree, Qualified Accountant or Equivalent Experience at a senior level in investment management  Qualification in relevant investment discipline  Diploma in Treasury Management or equivalent (AMCT)	
<b>Knowledge</b>	Extensive demonstratable knowledge of; <ul style="list-style-type: none"> <li>• Leading and driving organisational wide financial stewardship</li> <li>• Investment Strategy development and how the risk management process impacts on it</li> <li>• Jersey Public Finance Law or equivalent law and its application to treasury, such as hedge accounting and accounting for financial instruments</li> <li>• Statutory and management</li> </ul>	

	<p>financial reporting as it relates to the Government of Jersey</p> <ul style="list-style-type: none"> <li>• Risk management principles, and an ability to work with Risk &amp; Audit professionals</li> <li>• The activity and processes of Government including interaction between politicians and officials</li> <li>• The Policy process and the role of Finance in policy development, execution and realisation</li> </ul>	
<p><b>Technical / Work-based Skills</b></p>	<p>Numerical skills and the ability to work accurately with figures whilst under pressure and produce management information to inform decision making</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 synthesize complex information relating to the latest techniques in financial reporting</p> <p>Understand accounting standards applicable to</p>	

	public service or equivalent organisations	
<b>General Skills/Attributes</b>	<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>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience working in a public sector finance role</li> <li>• Experience in drafting and delivering regular reporting to relevant boards, for example Executive Management level</li> <li>• Experience in cash management, capital markets, and/ or corporate finance in a corporate or a banking environment</li> <li>• Experience in the issuance of financial bonds and guarantees</li> <li>• Experience setting departmental / finance strategy</li> </ul>	

	<ul style="list-style-type: none"><li>• Experience working alongside Senior Stakeholders within Government</li></ul>	
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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.