

Specialist - Group Reporting

Department	States Treasury and Exchequer	
Section	Strategic Finance	
Reports to	Head of Group Reporting	
JE Ref	STE1029	
Grade	CS13	JE Date: 29/03/2022

Job purpose

The Specialist - Group Reporting will drive group financial reporting for the Government of Jersey, lead the team responsible for developing and implementing group reporting best practices, perform horizon scanning, provide strategic advice and guidance to ensure the States of Jersey is well prepared for changes in financial reporting standards and review accounting systems to suggest and implement improvements.

Drive the preparation and presentation of the statutory Annual Report and Accounts for the States of Jersey group (including all Arms Length Bodies), report effectively to the Assembly members Scrutiny and Islanders, and liaise with external and internal auditors.

Drive the preparation and presentation of the monthly group management accounts in a manner accessible to Ministers, the Chief Executive Officer and Directors General, collaborating with colleagues in other departments as well as those in finance teams to ensure the information collated (both financial and non-financial) is sufficient to enable sound financial decision making.

Job specific outcomes

1. Lead the production of financial elements of the externally audited consolidated Annual Report and Accounts for the States of Jersey in accordance with accounting standards by working with senior stakeholders across the department and other wider government departments and arms-length bodies and brief colleagues (at an annual event) and the Minister on their content.
2. Lead in discussions with internal and external auditors to ensure auditor queries are responded to in a timely and efficient manner. The post holder will lead implementation of recommendations and check they are delivering the intended outcomes for future reporting.
3. Proactively plan the impact of known and potential changes to relevant international financial reporting standards and Jersey Public Finance Law. Liaising with colleagues in other finance roles to ensure that the impacts on the general ledger, finance systems, underlying data and reporting (both internal and external) are understood and implemented successfully.
4. Responsible for the evaluation and improvement of financial reporting across the Government and associated reporting policies and procedures to be in line with modern standards and the Public Finance Manual; working in collaboration with Strategic Finance, Communications team and Strategic Policy, Planning and Performance team.

5. Liaise and collaborate with internal colleagues as well as external Audit teams to understand relevant reporting and audit deadlines and requirements, to ensure the year end financial timetable will deliver timely financial statements and supporting records.
6. Be a trusted 'subject matter expert' in financial accounting – providing a source of advice and knowledge on accounting technical issues for the whole of the States' finance function, providing ongoing support, training and development of staff from across the Government of Jersey to ensure they have awareness and knowledge of the plan and changes in reporting standards. This includes providing technical accounting guidance within the team and across the States Treasury & Exchequer where required.
7. Responsible for the development of the Jersey Financial Reporting Manual and regular updates, to communicate and manage the implementation of accounting policies, procedures and controls to obtain the highest integrity of financial reporting.
8. Lead the development and production of group management accounts, and support delivery to senior management within the organisation, Council of Ministers, Scrutiny and other States Members. Working with colleagues in the Analytics and Management Information team to develop consistent reports from the system and data presentation to ensure information is timely, accurate and easy for users to understand; and with Business Partnering teams to provide value-added insight and advice to budget holders.
9. Provide appropriate challenge and assurance on the figures being reported by all contributors to both annual and monthly financial reports to ensure accuracy of information.
10. Ensure the provision of high quality analytical support for the development and deployment of solutions and collaborate with developers and end-users to ensure that reporting and analytics functionality meets business needs.

Statutory responsibilities

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

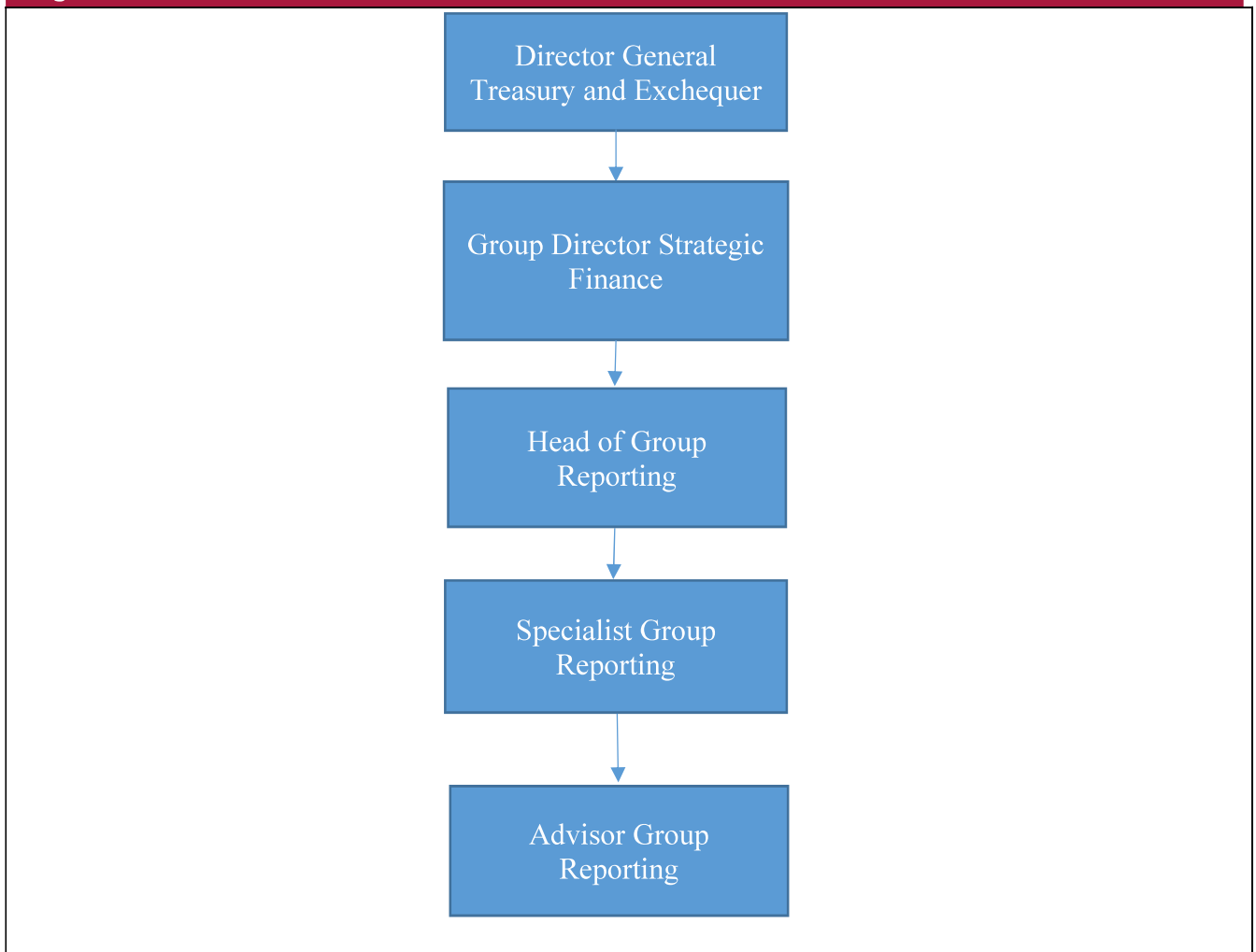
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree, Qualified Chartered Accountant (CCAB) or Equivalent Experience at a senior level in Financial Reporting	
Knowledge	Knowledge of: <ul style="list-style-type: none"> • The role of the Finance Function in leading and driving organisational wide financial stewardship • The States of Jersey Public Finance Law or equivalent and its application as appropriate 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 • Understand the internal and external, and regulatory environment applicable to the public service or equivalent organisations • Latest accounting processes, systems, regulations and standards • Approaches and techniques to presenting complex financial information in a compelling and powerful way 	Knowledge of: <ul style="list-style-type: none"> • Full range of the organisation's finance activities and processes as they relate to the role • 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 • Risk management principles – working constructively with Risk and Audit teams. • The activity and processes of Government, including interaction between politicians and officials
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Numerical skills and the ability to work accurately with figures whilst under pressure and produce management information. 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 Understand accounting standards applicable to public service or equivalent organisations	

<p>Experience</p>	<ul style="list-style-type: none"> • Experience working in a similar role with a focus on preparing financial statements and group management accounts • Experience in drafting and delivering regular reports to relevant boards, such as Executive Management Board, Senior Management Teams, for large organisations • Commercial accounting processes and ability to provide advice on this 	<ul style="list-style-type: none"> • Experience of managing relationships with external agencies including External Auditor, if required • Experience working alongside senior stakeholders in Government • Experience in reporting tools to consolidate and present financial information • Experience driving continuous improvement within an organisation • Experience working alongside Directors, Senior Managers, Ministers within Government
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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.