

Specialist – Business and Performance

Department	States Treasury and Exchequer	
Section	Strategic Finance	
Reports to	Head of Business and Performance	
JE Ref	STE1030	
Grade	CS13	JE Date: 29/03/2022

Job purpose

The post holder will develop and deliver a robust framework for business planning across finance providing guidance and support to senior stakeholders. Utilising tools that underpin planning activities, identify and monitor performance metrics for departments that ensure common and consistent reporting is achieved.

The role will strive for continuous improvement in the agenda for finance in the overall planning process running from the Government Plan and Treasury and Exchequer business Plan, incorporating the strategic priorities and will ensure that the golden thread running from strategic priorities will bind the corporate plan to service delivery for effective and efficient high quality finance services. The role will also drive initiatives to manage and retain talent across the organisation, propose and influence methods to improve financial management, including training.

Job specific outcomes

1. Create and develop initiatives to manage and retain talent across the organisation - including the creation of job families, career paths and secondments across the States Treasury and Exchequer.
2. Propose and influence methods to improve financial management, financial literacy and processes and, if necessary, challenge the status quo to drive this improvement.
3. Implement and champion the Vision for Finance, creating and driving regular reporting of the effectiveness.
4. Work with the Head of Business and Performance in designing and embedding a finance capability strategy for finance disciplines that promotes a skilled, flexible Finance workforce to create an environment that fosters development, innovation and continuous improvement in the organisation's financial arrangements.
5. Develop training to improve the understanding of financial capability and financial literacy within the non-finance workforce, inspiring confidence in the States of Jersey and departmental financial management activities.
6. Leads senior stakeholder management and engagement strategies throughout the Finance function in order to embed continuous improvement mind-sets into the core of the finance function.

7. Develops a performance culture by influencing the progression of learning and development plans contributing to the continuous improvement, development and professionalism of a team of multi-functional staff.
8. Manage own professional development, keep up to date with accounting and relevant statutory legislation including Jersey Finance Law.
9. Identifies and advocates for opportunities for financial systems and how they can be implemented within the Government of Jersey to support change and continuous improvement
10. Drive the implementation of the 'One Finance' vision set by the Treasurer of the States to ensure the States of Jersey receive high standards of service and consistent finance communication from all areas of finance and that the department strategy and objectives has a clear and consistent golden thread aligned to the Corporate Plan.
11. Manages own professional development, keeping up to date with accounting and relevant statutory legislation, regulations, standards, service developments and initiatives to provide insightful and valued support to stakeholders.

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	<p>Degree, Qualified Chartered Accountant (CCAB) or Equivalent Experience at a senior level in Business Planning</p> <p>Qualifications in relevant fields to capability improvement (e.g. training delivery, capability practitioner etc.)</p>	
Technical / Work-based Skills	<p>Competency and understanding in the use of financial terminology.</p> <p>Ability to interpret the relevant financial and professional standards and statutory and management financial reporting</p> <p>Ability to analyse data to inform service delivery</p> <p>Knowledge of changes and developments within finance</p>	
Knowledge	<p>Excellent grasp of project management methodologies, governance, stakeholder management and data analysis.</p> <p>Knowledge of how to drive and embed organisational change and to embed new ways of thinking</p> <p>Leading and driving organisational wide financial stewardship.</p> <p>Corporate Strategy development and how this links to every aspect of finance.</p> <p>States of Jersey Finance Law, or equivalent and its application to business planning.</p> <p>The activity and processes of Government including interaction between politicians and officials.</p>	<p>Knowledge of;</p> <ul style="list-style-type: none"> - The Policy process and the role of Finance in policy development, execution and realisation. - Capabilities required for the effective delivery of work within finance functions - Specific skills focussed methodologies and approaches applicable to improving the States of Jersey ways of working

<p>General Skills/Attributes</p>	<p>Excellent oral communication to liaise with, persuade and influence senior stakeholders and those at all levels.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations</p>	
<p>Experience</p>	<p>Experience in the planning, management and delivery of change and continuous improvement projects</p> <p>The ability to scope, plan, implement and realise the benefits of a project through interpretation of quantitative and qualitative information</p> <p>Experience in stakeholder management</p> <ul style="list-style-type: none"> - Experience working in a finance role (preferably public sector) - Experience of analysing processes and employees to develop improvements. - - Experience in Policy Development in a public sector organisation. <p>-Able to leading, inspiring and developing teams.</p>	<ul style="list-style-type: none"> - Experience of leading capability improvements across a finance function. - Experience of delivering improvements across teams, including oversight from a portfolio management capacity. - Experience defining and delivering training programmes to help increase individual skills and qualities - Exposure to knowledge and skills development activities, around key themes (i.e. effective knowledge management) - Experience in Policy Development in a public sector organisation.

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.