

Specialist – Business Case

Department	States Treasury and Exchequer	
Section	Strategic Finance	
Reports to	Head of Cost-Benefit Analysis & Investment Appraisal	
JE Ref	STE1031	
Grade	CS13	JE Date: 29/03/2022

Job purpose

The Business Case Specialist is a key role in the Investment Appraisal Team within Strategic Finance. The function has the ambition to bring finance to the heart of the Government of Jersey's strategy. The role will drive business case capability within the team and act as a key interface with departments, building business cases in line with the principles of the HM Treasury's Green Book. The role will work closely with the drafters, approvers and sponsors of business cases to ensure proposals that represent the greatest value for money are prioritised.

The role will also support the implementation of decision-making based on rigorous cost-benefit analysis, support enhanced performance reporting and manage the Government's Reserve. The post holder will also work toward continuous improvement agenda to constantly enhance capability across the Government of Jersey and ensure Ministers are able to make well-informed investment decisions.

Job specific outcomes

- Lead the development and maintenance of costing policy and work with colleagues in Strategic Finance, and Performance, Accounting and Reporting to set up a reporting framework that accurately allows the measurement and forecasting of outcomes that can be used for cost-benefit analysis.
- In conjunction with the Group Director of Strategic Finance, and Head of Investment Appraisal, establish and maintain the processes and procedures surrounding investment appraisal decision making - for example establish a clear and consistent set of approvals thresholds for expenditure, covering both revenue and capital allocations. This will help provide a standardised resource allocation procedure aligned with the Common Strategic Policy Government of Jersey priorities.
- Ensure the approval processes and methodologies for business cases, and any other investment proposals, are consistent, agile, proportionate and responsive to the needs of the Government of Jersey, whilst sufficiently challenging so only projects that maximise value for money for islanders are approved.
- Design, maintain and iterate relevant templates to be used consistently throughout the Government of Jersey in support of investment decision making, ensuring they contain sufficient information to meet the needs of decision makers.

- Work with colleagues in Strategic Finance to ensure that a consistent approach to benefits and costs tracking is applied across the States of Jersey – to enable the prioritisation of resources.
- Provide rigorous financial advice and challenge to departments - helping drive the principles of value for money, commercial awareness, financial modelling and effective programme/project management.
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- The post holder will be adept at sharing leading practice also undertake lessons learned reviews identify and propose opportunities for improvement. The role will lead the development and delivery of business case training across the Government of Jersey and provide thought leadership on technical matters pertaining to business case development, cost-benefit analysis, and effective decision-making.
- Work with colleagues in Strategic Finance to set up a committee that assesses business cases. The post holder will enable the preparation of these meetings, and ensuring actions are implemented.
- Drive own and the team's professional development. Working with the Heads of Investment Appraisal, Financial Governance and Business and Performance to drive capability and the appropriate utilisation of business cases throughout the States of Jersey.
- Ensure appropriate mechanisms are in place for staff appraisal and development. The post holder will influence the progression of learning and development plans, contributing to continuous improvement, development 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.

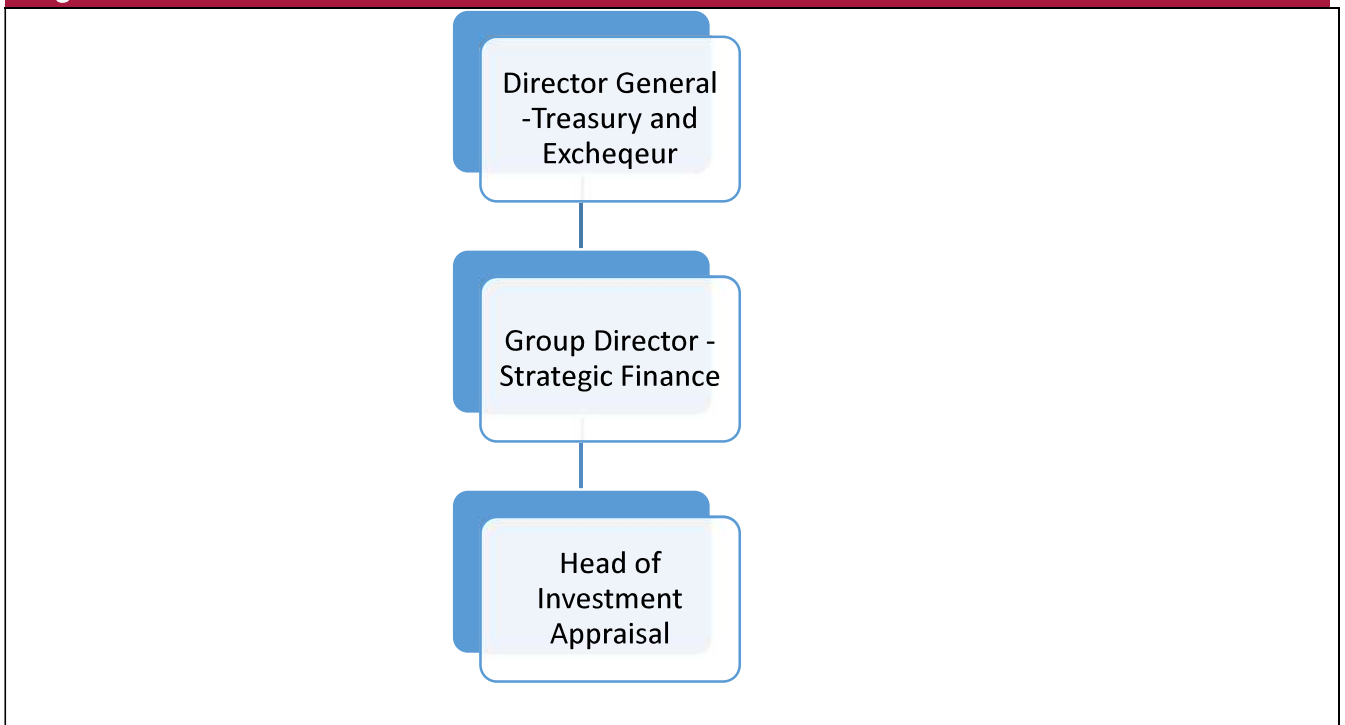
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

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 in Business Case development	
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>Advanced knowledge of:</p> <ul style="list-style-type: none"> - The role of the Finance Function in leading and driving organisational wide financial stewardship. - Investment Strategy development and how the risk management process impacts on it. - The Public Finance (Jersey) Law 2019, or equivalent, and its application to treasury, such as accounting for financial instruments. - The Policy process and the role of Finance in policy development, execution and realisation. - 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. 	<ul style="list-style-type: none"> - The activity and processes of Government including interaction between politicians and officials - Understanding in full detail of how decisions are made and how the business of the States Treasury and Exchequer department interacts with that of the Assembly

<p>Experience</p>	<ul style="list-style-type: none"> -experience working in a similar role in the public sector - Ability to draft and deliver the regular reporting to relevant boards, including Senior Leadership Team, Executive Leadership Team, and the Council of Ministers. - Experience working alongside and advising Directors General and Senior Managers within Government. - Experience of writing and Appraisal HM Treasury Green Book business cases - Creation and maintenance of a proportionate, agile business case approval approach in a public sector organisation. 	<ul style="list-style-type: none"> - Policy and law interpretation and communication experience (preferably within public sector) - Ability to draft and deliver the regular reporting to relevant boards, including Executive Management Board, Senior Management Team and the Council of Ministers.
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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 Government of Jersey tier 4 core accountabilities attributes and behaviour indicators.