

## Specialist – Financial Governance

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<b>Department</b>	Treasury and Exchequer	
<b>Section</b>	Strategic Finance	
<b>Reports to</b>	Head of Financial Governance	
<b>JE Ref</b>	STE1032	
<b>Grade</b>	CS13	<b>JE Date:</b> 29/03/2022

### Job purpose

The Specialist – Financial Governance will champion good governance across the States and Government of Jersey and be responsible for supporting the Head of Financial Governance in developing, implementing and monitoring governance policies and frameworks to ensure the control environment in which the States operates achieves the best value for public services.

The post holder will be a “subject matter expert” on financial governance, and continuously improve the States’ compliance with legal, regulatory and statutory requirements, proactively collaborating with a broad range of stakeholders as a “trusted advisor” for the finance function and all its customers, translating technical practices and educating the organisation to understand the principles based Public Finances Manual, and opportunities and constraints of the Public Finances Law.

### Job specific outcomes

1. Proactively update the Public Finances Manual, Policies and Procedures; regularly developing policies and frameworks, and staying abreast of leading practice governance practices and regulatory environments. This will involve forward planning to anticipate changes in the Public Finances Law and assessing implications of changes to the Public Finances Manual and organisation behaviours.
2. Build awareness of the financial governance framework and associated elements. This includes, but is not limited to, providing regular training to staff across the States to build capability and awareness of the Public Finances Manual, its benefits and why it is important to the success of the ‘One Government’ approach. The postholder will champion the maintenance and promotion of a principles-based Public Finances Manual, and influence the behaviours of finance and its customers to ensure high standards of financial governance are maintained
3. Expert advisor for the whole of the States on financial governance; providing a source of advice and knowledge on accounting technical issues to ensure compliance with financial governance frameworks.
4. Research and analyse facts and information to draft financial governance reports and meeting papers for the Head of Financial Governance to review and submit to relevant working groups and boards (e.g. Executive Leadership Team, Risk and Audit Committee).

5. Design and implement assurance processes to ensure that all financial management and control activities are being conducted in accordance with regulatory and legal requirements.
6. Provide advice and support on regulatory and compliance matters to ensure the States and Government remain compliant with the applicable standards and have the necessary infrastructure to support the governance rationale and governance framework.
7. Advise the Executive Leadership Team, Treasury and Exchequer SLT and other similar bodies of the financial governance implications of proposed policies.
8. Develop and implement arrangements for robust financial governance in States' arm's length bodies to ensure they are operating in accordance with their terms of reference.

### **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 job holder 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.

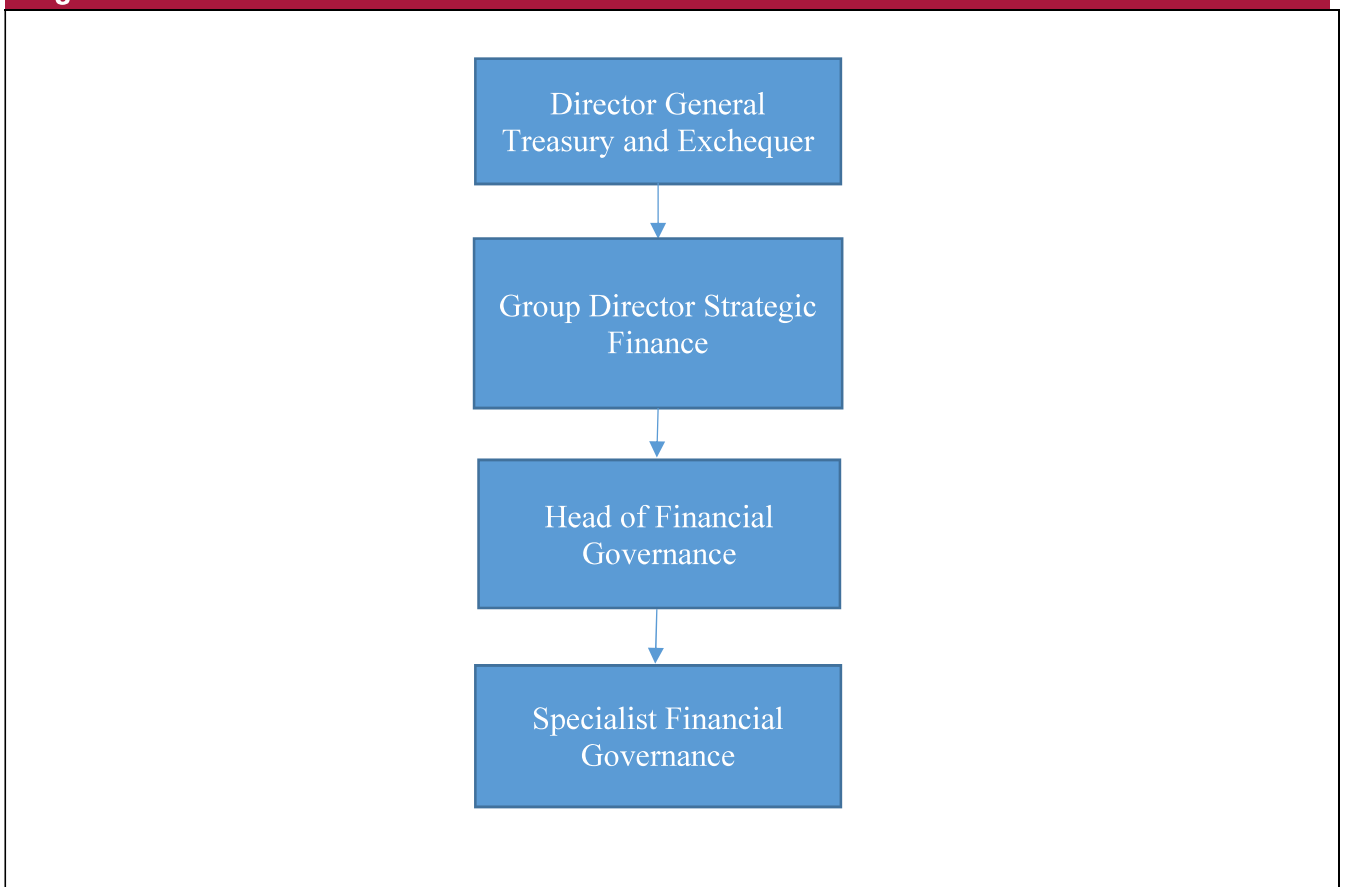
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Organisational structure

One Government Departments



Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree, Qualified Chartered Accountant (CCAB) or equivalent experience at a senior level in a Governance role.</li> <li>Further relevant managerial education or development in Law or Corporate Governance.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understand the activities of Treasury and Exchequer in leading and driving organisational wide financial stewardship.</li> <li>Working knowledge of the legal and regulatory framework and requirements of government.</li> <li>Knowledge of finance processes as well as associated checks and controls.</li> <li>Understand the concept and principles of risk management.</li> <li>Advanced knowledge of the Government of Jersey structure and the political interface.</li> </ul>	<ul style="list-style-type: none"> <li>Legal and regulatory requirements impacting an organisation like the States of Jersey.</li> </ul>
<b>Technical / Work-based Skills</b>	<ul style="list-style-type: none"> <li>Strong knowledge of accounting concepts and their application.</li> <li>Advanced specialist knowledge of financial governance.</li> <li>Excellent communication skills with the ability to persuade Directors and senior managers to follow appropriate policies, procedures, protocols and guidance</li> <li>Ability to advise Directors and senior managers on the interpretation of regulatory and policy matters.</li> <li>High level influencing, negotiation and presentation skills.</li> <li>Well-organised and able to produce forward plans and consistently meet timetables.</li> </ul>	
<b>General Skills/Attributes</b>	<ul style="list-style-type: none"> <li>Effective written communication skills and the ability to explain complex governance matters in an understandable way.</li> <li>Ability to understand and interpret numerical information</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in financial and/or governance roles</li> <li>Experience of government issues impacting the financial governance of the States of Jersey or an equivalent organisation.</li> <li>Experience of drafting communication and reports to senior stakeholders.</li> </ul>	

### 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.