

Specialist - Investment & Special Project Assurance

Department	Treasury and Exchequer	
Section	Strategic Finance	
Reports to	Head of Cost-Benefit Analysis & Investment Appraisal	
JE Ref	STE1033	
Grade	CS13	JE Date: 29/03/2022

Job purpose

The Investment & Special Project Assurance Specialist will lead the critical costing and investment appraisal capability in the government finance function. The role will embed a thorough understanding of cost drivers and their impact on the medium to long term plans across the finance team.

The role links policy, planning, delivery, performance and finance to create robust investment appraisals and drive evidence based decision making through working with key stakeholders.

An excellent customer focus is vital to be successful in the job by providing insightful, value-added advice and challenging the stakeholders, where appropriate, to ensure expenditure is prioritised effectively. The post holder will also work toward continuous improvement agenda to bring efficiencies.

Job specific outcomes

1. Lead on providing clear and consistent revenue and capital allocation principles and a standardised resource allocation procedure that is aligned with the Common Strategic Policy and value for money objectives to support senior leadership with the development of investment governance arrangements
2. Design a process for the approval of business cases, and any types other investment proposals that is consistent, agile, and responsive to the needs of the Government of Jersey, whilst sufficiently challenging so that only those projects which are in the Government' best interests and that deliver the required economic benefits are approved.
3. Work with colleagues across Finance and the wider organisation, offering guidance and support to ensure best practice is driven across the organisation.
4. Produce and analyse detailed reports for senior management on investment appraisal and capital management including detailing how public money is safeguarded at all times and used appropriately, (economically, efficiently and effectively).
5. Deliver critical analysis to inform decision making for key Government of Jersey revenue and capital projects through a robust evidence base, financial modelling input and planning expertise.

- 6. Responsibility for the service delivery and professional development of direct reports and wider finance teams to build finance capability throughout the Government to support continuous improvement of services delivered for the people of Jersey.
- 7. Propose and influence methods to improve financial management, financial literacy and processes and, if necessary, challenge the status quo to drive this improvement.

Statutory responsibilities

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

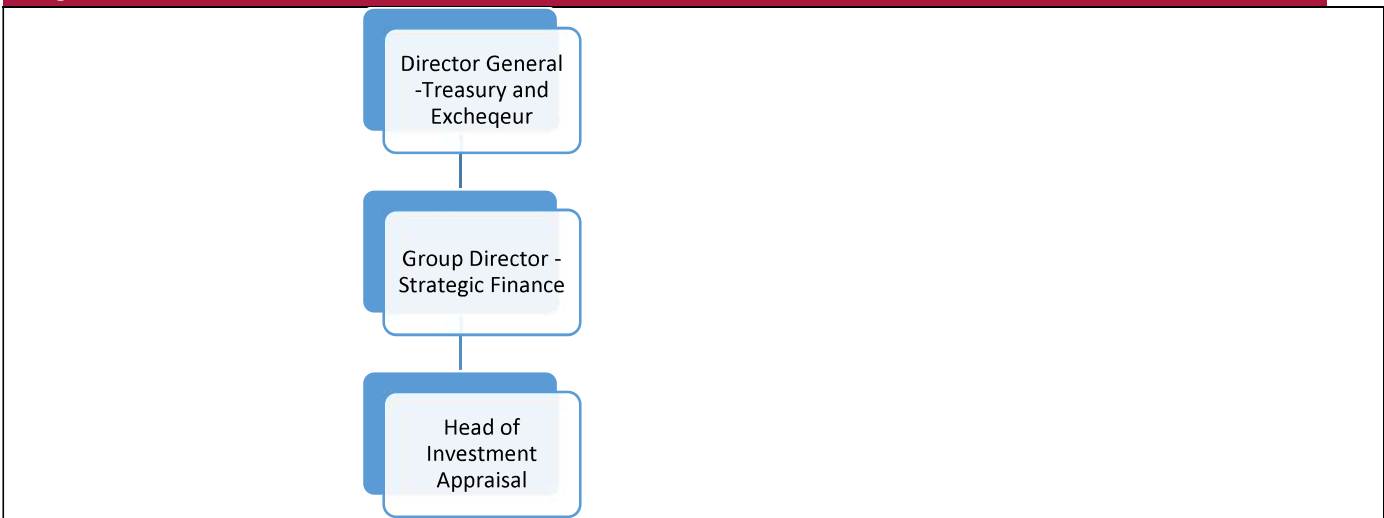
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

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 Investment & Special Project Assurance	
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>Knowledge of;</p> <ul style="list-style-type: none"> - The role of the Finance Function in leading and driving organisational wide financial stewardship. - Corporate Strategy development and how this links to every aspect of finance. - Government of Jersey Public Finance Law, or equivalent, and its application to business planning. - 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. - Costing and appraisal techniques in a public sector context. 	<p>Knowledge of;</p> <ul style="list-style-type: none"> - The Policy process and the role of Finance in policy development, execution and realisation.
Experience	<p>Experience working in a public sector finance role.</p> <ul style="list-style-type: none"> - Experience of integrating finance into policy, also offering strategic advice which aligns it with the organisation's Corporate Plan. - Significant financial modelling experience. - Experience of business case appraisal. - Experience working alongside senior stakeholders within Government. - Financial modelling experience <p>Experience in drafting and delivering regular reporting to relevant boards, including Executive Management Board, Senior Management Team</p>	.

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.