

Specialist – Strategic Financial Policy

Department	States Treasury and Exchequer	
Section	Strategic Finance	
Reports to	Head of Business and Performance	
JE Ref	STE1034	
Grade	CS13	JE Date: 29/03/2022

Job purpose

The Specialist – Strategic Financial Policy will drive the medium and long term financial sustainability of Government of Jersey as well as continuous improvement agenda within finance, provide strategic advice and guidance to ensure the States of Jersey is well prepared for the changes in regulations and accounting standards.

Drive the development of the annual departmental Business Plan for Treasury and Exchequer to deliver modern and agile public services, with particular focus on collaborating with colleagues in Strategic Finance, Audit, and Performance Accounting and Reporting to consider medium to long term planning and funding requirements, key risks and issues from audits, and insights from the Finance Business partners.

Job specific outcomes

1. Leads the development of the Treasury and Exchequer departmental Business Plan by working with senior stakeholders across the department, and briefs colleagues (at an annual event) and the Minister on its content.
2. Leads and delivers a portfolio of change and continuous improvement projects/plans to ensure that appropriate project management methodologies, governance and reporting are in place and followed for their portfolio in order to achieve the objectives and realise target benefits.
3. Maintain the Treasury and Exchequer reporting framework (e.g. KPIs) to understand the effectiveness of States Treasury and Exchequer processes and collate information to be published externally, reported to Senior Leadership team and the Minister.
4. Develop a clear, concise plan to deliver advanced financial literacy across the States of Jersey. Proposing and bringing forward changes on behalf of the Minister for Treasury and Resources, for instance in respect of Jersey Public Finance Law.
5. 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.
6. Responsible for maintaining the Treasury and Exchequer Risk Register, working closely with risk owners and Head of Risk for Government of Jersey.
7. Collaborate with Audit to jointly analyse reports to understand key areas of risk and how they can be mitigated with changes in Finance policy and legislation. Once these changes are

- agreed, the post holder will lead implementation, and check they are delivering the intended outcomes.
8. Be a trusted 'subject matter expert' in finance policy – providing a source of advice and knowledge on accounting technical issues for the whole of the States' finance function.
 9. Analyse management information and reporting produced by the finance function to identify risks and opportunities; to ensure a consistent approach is being taken across the whole of finance.
 10. Champion the implementation of standardised processes and reports to enable consistent, easy to use, effective and efficient financial processes and reports.
 11. Lead the implementation of the 'One Finance' vision set by the Treasurer of the States to ensure there is a clear and consistent golden thread aligned to the Corporate Plan.
 12. Manage their own professional development, keep 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.

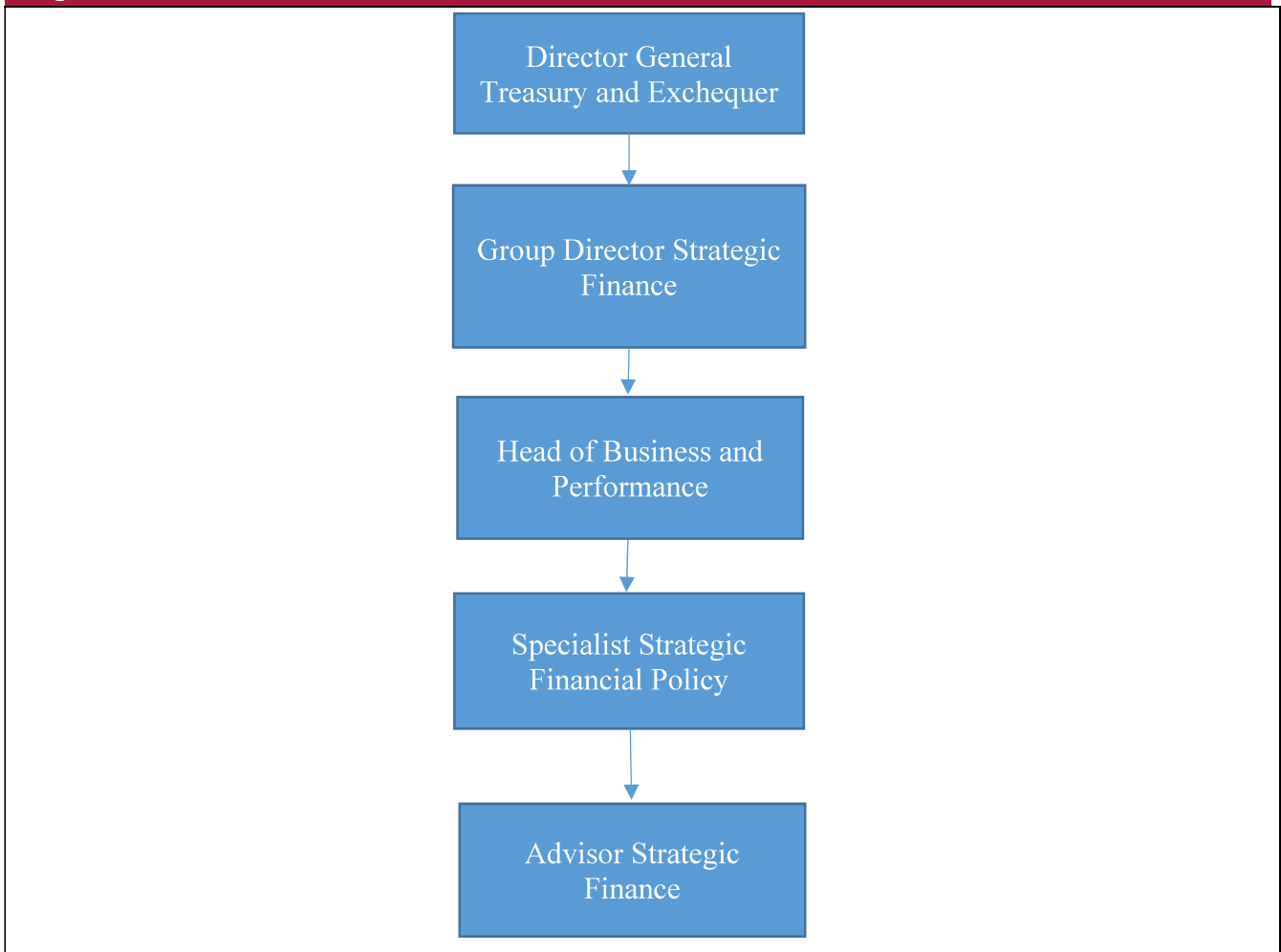
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree, Qualified Chartered Accountant (CCAB) or Equivalent Experience at a senior level in Business Planning	
Knowledge	<p>Excellent grasp of project management methodologies, governance, stakeholder management and data analysis.</p> <p>Knowledge of States of Jersey structures and central SoJ project management processes</p> <p>Advanced knowledge of the Finance Function in leading and driving organisational wide financial stewardship.</p> <p>Investment Strategy development and how the risk management process impacts on it.</p> <ul style="list-style-type: none"> - Jersey Public Finance Law, or equivalent and its application to the role - 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. - Experience of workings of States Assembly business 	<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 interacts with that of the Assembly - Knowledge of other legislation, such as the Jersey Public Finance Law, the Freedom of Information Law, and the Data Protection Law.
Technical / Work-based Skills	<p>Ability to produce accurate management information.</p> <p>The ability to scope, plan, implement and realise the benefits of a project through interpretation of quantitative and qualitative information.</p> <p>Analytical skills to understand highly complex problems or situations, select the appropriate approach to resolve the problem.</p>	

	Ability to break down potential solutions into manageable elements and plan these in a logical and sequential manner, considering interdependencies, resource and cost implications.	
General Skills/Attributes	<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>	
Experience	<p>Experience in the planning, management and delivery of 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> <p>Experience in policy and law interpretation and communication experience (preferably within public sector)</p> <p>Demonstratable experience of delivering briefing and communication notes regarding policy changes, and determining the impact and mitigating actions which should be taken to remediated breaches of policy</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 States of Jersey tier 4 core accountabilities attributes and behaviour indicators.