

Advisor – Shareholder Relations

Department	Treasury and Exchequer	
Section	Treasury and Investment Management	
Reports to	Head of Shareholder Relations	
JE Ref	STE1035	
Grade	CS10	JE Date: 29/03/2022

Job purpose

Establish, build and maintain relationships with external stakeholders to facilitate the collation of information relating to the Government shareholdings to enable performance and reporting on a regular basis. Formulate, develop and implement strategies and policies relating to all of the Government shareholdings to ensure the Government's role as shareholder is effectively discharged.

Act as Company Secretary for the States of Jersey's owned holding companies (States of Jersey Investments Limited) and actively drive the preparation of resolutions in line with the Jersey Company's Law, management of shareholdings and annual confirmations to the Jersey Financial Services Commission.

Job specific outcomes

1. Review and assess Strategic Business Plans for each of the Government's shareholdings and provide recommendations to the Minister on the individual business strategies to help ensure their alignment to Government's policies and planning documents (e.g. Future Jersey, Common Strategic Policy).
2. Research information on the attitudes and perception of stakeholders, including financial trends, financial and non-financial risks, shareholder concerns, competitor actions and other information that might impact on the Government and its shareholdings by building customer focussed relationships with key internal and external stakeholders and various members of Government staff.
3. Establish and attend performance and reporting discussions with the executive teams of the shareholding companies, maintain meeting notes of these discussions and monitor delivery against agreed action plans to ensure that Government shareholdings are being operated in line with the Government' ownership objectives, policies and good governance, legislation and best practise.
4. Manage action logs, trackers and meeting calendars for each States-owned Entity ("SOE") and escalate actions where needed. Compile and provide an annual summary of the activity of the Shareholder Relations team to demonstrate compliance with policies, procedures and the Memorandum of Understanding.
5. Take responsibility for recording the activity undertaken in response to C&AG and internal audit recommendations in order to provide an audit trail.

6. Analyse requests and prepare Ministerial Decisions and other reports required to ensure that the Government of Jersey and the companies are operating with the required levels of documented governance, policies and any other arrangements.
7. Administer the preparation of the annual valuations of the Government's shareholdings for inclusion in the annual report and accounts. Respond to internal and external auditor queries and collate information to enable the annual closing of accounts for the Government of Jersey.
8. Process financial and non-financial analyses as required to feed into responses in consultation with the companies for written and oral questions raised by States members, and valuations of strategic investments
9. Monitor adherence to each shareholding's dividend policy, ensure dividend payments are received, and reclaim any tax deducted.
10. Provide Company Secretarial services, such as board pack preparation and minute taking to other Government Boards and/or Bodies as required by the Director of Treasury & Investment Management.

Statutory responsibilities

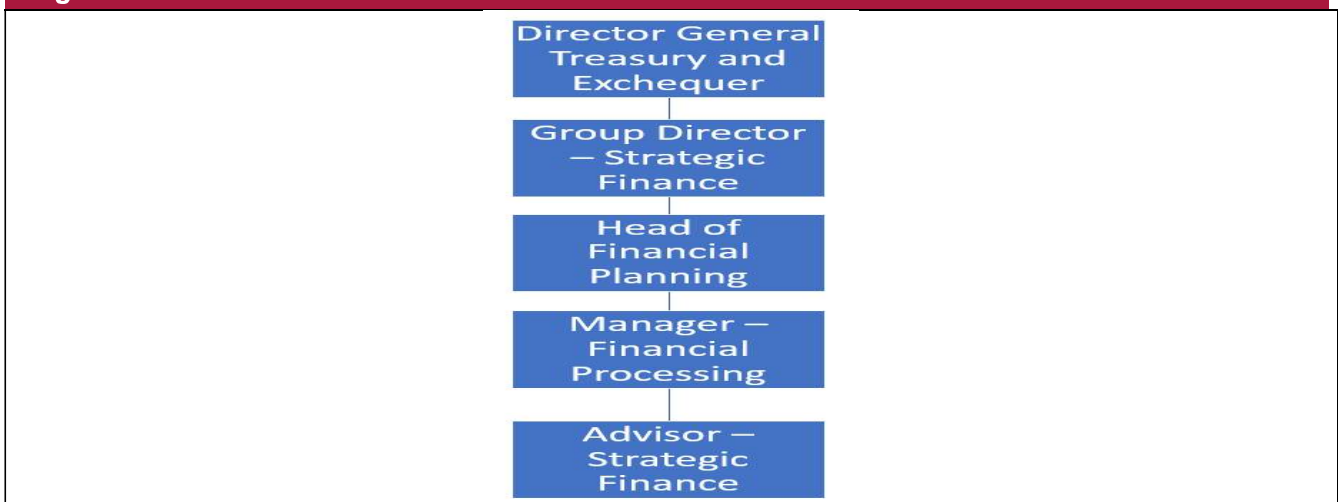
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Chartered Governance Institute qualification or equivalent experience.</p> <p>Accounting Technician (e.g. AAT, CAT) or relevant degree, for example Managerial / Law or equivalent experience.</p>	
Knowledge	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Company structures and annual reporting. • Statutory and management financial reporting as it relates to this role. • Knowledge and experience of both UK Generally Accepted Accounting Policies and International Financial Reporting Standards. • Reviewing, interpreting and summarising Company Financial Accounts and data. 	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Government of Jersey Finance Law or comparable organisation and its application to treasury, such as accounting for financial instruments. • Corporate Governance Code and Stock Exchange listing requirements. • Stewardship Code • Jersey Company Law and best practice
Technical / Work-based Skills	<p>Numerical skills and the ability to work accurately with figures whilst under pressure and produce management information.</p> <p>Analytical skills to perform financial and non-financial analyses for example when examining company financial returns and performing valuations of strategic investments.</p> <p>IT skills, with a knowledge of Microsoft office software, in particular Excel with the ability to use formulas and develop spreadsheets.</p>	
General Skills/Attributes	<p>Excellent oral and written communication skills are required to build and maintain relationships of trust with key external stakeholders. Willingness to challenge.</p> <p>Ability to work accurately at pace and retain a resilience in the face of pressurised situations.</p> <p>The ability to prioritise and manage their workload.</p>	

<p>Experience</p>	<p>Experience working in a public sector or equivalent finance role.</p> <p>Experience working in a Governance role, for example as a Company Secretary or Fund Administrator</p> <p>Experience reviewing, preparing and maintaining company documents in line with appropriate legislation</p> <p>Experience reviewing, interpreting and summarising company financial accounts and data.</p> <p>Experience of researching, and analysing financial and non-financial information</p>	<p>Experience of working in a relevant finance role for example financial reporting, treasury or investment management.</p> <p>Experience in carrying out investment valuations</p>
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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 States of Jersey tier 5 core accountabilities attributes and behaviour indicators.