

Advisor – Strategic Finance	
Department	Treasury and Exchequer
Section	Strategic Finance
Reports to	Manager – Business Planning / Specialist – Cost Benefit Analysis, Specialist – Investment & Special Project Assurance, Specialist – Business Case
JE Ref	STE1037.1
Grade	CS10
JE Date	05/05/2022
Job purpose	
Provide financial insight, strategic support and challenge to departmental managers and teams on a range of technical financial and non-financial analysis projects (including options appraisals and cost-benefit analyses, costing and investment appraisals) and answer financial queries from budget holders across Government and finance business partners. This is in order to enable strong business planning to ensure that there is sound financial information to support decision making and financial planning.	
Job specific outcomes	
<ol style="list-style-type: none"> 1. Prepare key government documents including the Government Plan, Capital programme, and Business Plan by undertaking financial analysis for inclusion so that the Government has complete and thorough business planning. 2. Review and analyse information provided by other departmental teams for accuracy and completeness and comparing to the general ledger, taking corrective action if necessary to ensure users can rely on and make decisions based on the financial information it contains. 3. Manages, plans and controls various financial and non-financial information analysis projects to support business planning, financial management, project development and decision-making so that sound financial decisions can be made. Assures consistent, robust standards of all documentation concerned with assigned projects. 4. Leads discussions with stakeholders across Government departments to ensure the development of robust business cases to include advice on the development of Strategic, Economic, Financial, Management and Commercial components of business cases ensuring consistency of evidence to support decision-making and the delivery of value for money. 5. Evaluates and provides challenge to stakeholders on the business cases they have produced in accordance with the Government wide investment planning framework to ensure consistency and accuracy of the information being used for decision making. 6. Builds relationships with stakeholders and colleagues, providing training and advice on all aspects of financial planning, budgeting, options appraisals, cost-benefit analysis, costings, funding and business case writing to support the development of a high quality project management and investment framework. 	

7. Identifies and obtains data needed to support development of the analysis required and uses it as an evidence base in order to support robust decisions and governance.
8. Leading expert on financial planning policies and cost-benefit analysis techniques in order to provide high quality financial advice and build trusted relationships with departmental teams.
9. Understand, monitor and report on financial risks resulting from decision making, escalating any concerns or issues in a timely manner whilst seeking to find resolutions for and managing any conflict which may arise to resolution.
10. Propose and influence methods to improve financial literacy within departments through advocating and executing financial process, policies and standards. Act as a coach and conduit to develop financial management understanding and champion training for departmental teams to improve financial literacy through new and existing financial process, policies and standards, and to ensure that staff are aware of the importance of good financial governance.

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

Director General
Treasury and
Exchequer

Group Director
– Strategic
Finance

Head of
Financial
Planning

Manager –
Financial
Processing

Advisor –
Strategic
Finance



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Accounting Technician (e.g. AAT, CAT) or relevant degree, for example Economics or equivalent experience.</p> <p>Experience in a corporate / strategic finance or business planning role.</p> <p>Project Management qualification such as PRINCE</p>	<p>Membership of relevant body</p>
<p>Knowledge</p>	<p>Demonstratable knowledge of:</p> <ul style="list-style-type: none"> • Understanding of HMT's 5 case model • Understanding of financial management and budgeting • Government / public sector decision making and governance • Costing and appraisal techniques in a public sector context. • The role of the Finance function in leading and driving 	

	<p>organisational wide financial stewardship</p> <ul style="list-style-type: none"> • The Government of Jersey Finance Law, or a comparable organisation and its strategy, ministerial functions, policy developments, and the ability to apply financial analysis and advice to the above • Finance processes as they relate to the role • 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. <p>Relevant accounting practices, comparable Finance Law and associated Finance Directions.</p>	
<p>Technical / Work-based Skills</p>	<p>Numerical skills and the ability to work accurately with figures whilst under pressure and produce high quality management information.</p> <p>Analytical skills.</p> <p>IT skills, with a knowledge of Microsoft office software, in</p>	

	<p>particular Excel with the ability to use formulas, development of spreadsheets, and the ability to analyse and present statistical and performance data.</p> <p>Ability to apply accounting concepts to the areas of strategic finance.</p>	
General Skills/Attributes	<p>Oral and written communication skills with the ability to adapt the approach dependent on circumstances. Willingness to challenge.</p> <p>Ability to work at pace and retain a resilience in the face of pressurised situations.</p> <p>The ability to prioritise and manage their workload.</p>	
Experience	<p>Experience working in a public sector or equivalent finance role involving strategic finance.</p> <p>Experience of business planning, cost-benefit analysis, investment appraisal, financial modelling, or business case writing/ appraisal, working accurately to strict deadlines.</p> <p>Experience in drafting and delivering regular</p>	

	<p>reporting to relevant boards.</p> <p>Strong financial management experience.</p> <p>Use of financial software packages.</p> <p>Experience working alongside Senior Managers within Government.</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.