

Head of Treasury and Investment Management

Department:	Treasury and Exchequer	
Section:	Treasury and Investment Management	
Reports to:	Director of Treasury and Investment Management	
JE Ref:	STE1046	
Grade:	CS15	JE Date: 01/12/2022

Job purpose

Lead, the strategic direction to maintain and enhance the financial position of the Government of Jersey to ensure good value for money.

Lead the setting of objectives for both Government of Jersey's own Funds and Pension Funds to achieve the short, medium and long-term performance objectives through financial investments to ensure that the organisation has the required funds to operate effectively. Direct the strategy for managing the Government's debt portfolio to ensure that public finances are sustainable over the long-term.

The role is central to maintaining and developing a culture of value for money and underlining the importance of long-term financial planning and sustainability, forecasting the long-term outcomes of investment and borrowing decisions to ensure that the Governments' long-term financial strategy is achievable in the most prudent manner.

Job specific outcomes

- 1 Lead the development monitoring and execution of the Government's and the Pension Fund's Investment Management Strategies through insight into financial instruments, investments and day-to-day cash flow forecasting – either directly or through relevant agents. Keeping the Strategies up to date and relevant to changing priorities will be important.
- 2 Contribute to strategic and departmental priorities which will require the formation of strong relationships to enable effective prioritisation and decision making across the States.
- 3 Promote Ministerial priorities and the Senior Leadership's vision for the Business Plan across Treasury & Exchequer and beyond. Driving the delivery of the departmental Business Plan by translating it into deliverable policy and actions for the Treasury & Investment Management Team, guiding conversations through thought leadership to support proposal and implementation.
- 4 Drive strategies to structure and raise funding including producing forecasts for fund management and investments and preparing periodic comparative financial reports for the Executive Leadership Team

- 5 Lead on the strategic vision relating to fund and investment performance to senior stakeholders within Government and the Ministers in order to provide assurance on performance.
- 6 Lead the optimum investment management allocations, ensuring compliance with the agreed risk management strategy, ensuring compliance with relevant legislative requirements and leading practice in relation to borrowing, capital financing, use of financial instruments and hedging– and relevant corporate strategies (e.g. Risk Management).
- 7 Evaluate borrowing strategies in order to make recommendations in accordance with the capital structure guidelines and to achieve the most prudent long-term outcome for the States.
- 8 Evaluate, develop and implement treasury systems to optimise efficiencies alongside other managers of the States' financial transactions.
- 9 Preparation of annual and periodic reporting of the Government's and Pension Fund's investments to ensure reporting is timely, insightful, value-adding and accessible to users, identifying risks and opportunities.
- 10 Implementation of hedging strategies to mitigate financial risks through the recommendation of derivative financial instruments, management of interest rate risk and foreign currency risk and liquidity management.
- 11 Collaborate with the Director, Treasury & Investment Management in developing strong, beneficial relationships with financial intermediaries and banking relationships to ensure they derive value for the States of Jersey.
- 12 Take responsibility for your own and the team's professional development, ensuring appropriate mechanisms are in place for employee appraisal, influence the progression of learning and development plans, contributing to the continuous improvement and professionalism of a team of multi-functional staff.

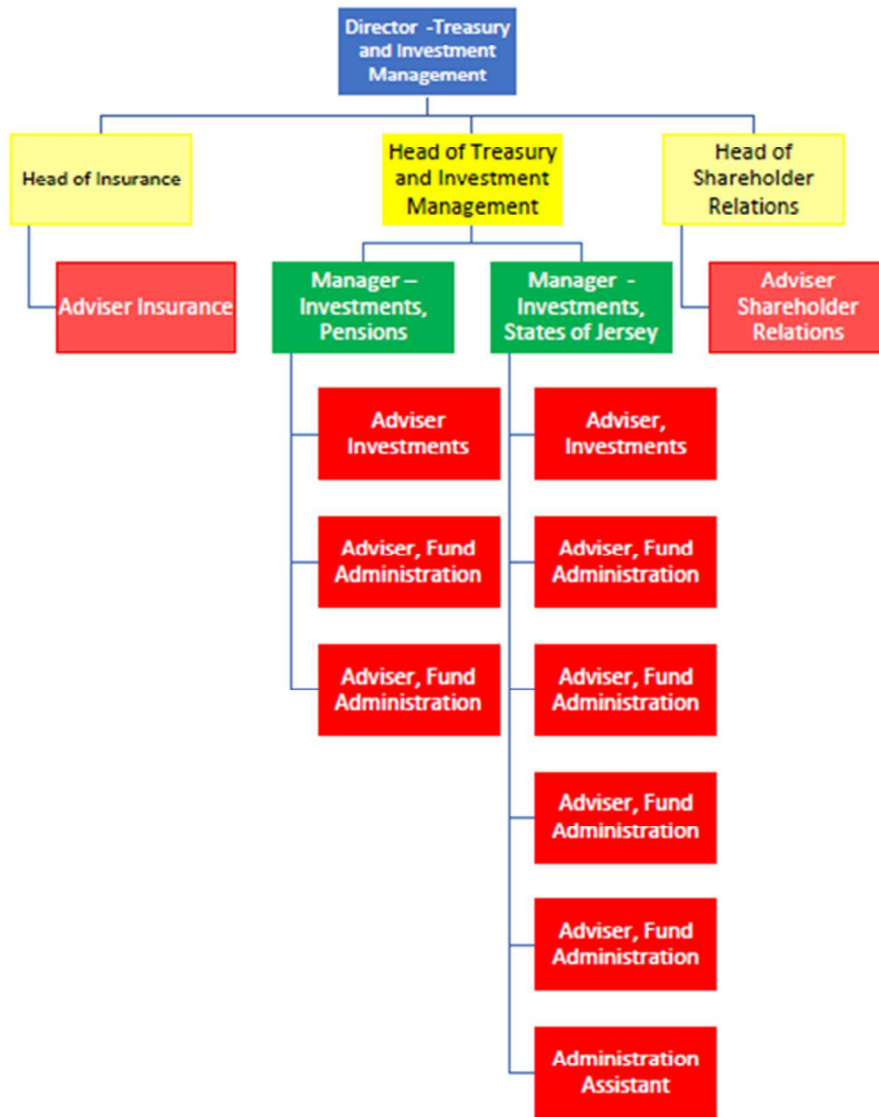


Organisational structure

Government Departments



Organisation chart



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 <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Qualified Accountant with specialist knowledge in a relevant discipline (e.g. Investments)</p> <p>CISI level 6 Certificate in Private Client Investment Advice & Management</p> <p>Leadership or Management qualification</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Advanced knowledge of:</p> <p>The role of the Finance Function in leading and driving organisational wide financial stewardship</p> <p>Investment Strategy development and implementation including the impact of the risk management process impacts</p> <p>Individual asset classes and the role they play in portfolio construction through a full economic cycle</p> <p>States of Jersey Finance Law or equivalent and its application to Treasury and Investment Management, such as hedge accounting and accounting for financial instruments</p> <p>The Policy process and the role of Finance in policy development and execution</p>	

	<p>The role of Finance in maintaining accurate data and systems as appropriate to the role</p> <p>Statutory and management financial reporting as it relates to this role</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>The role requires strong awareness of the financial markets, economic forecasts and financial investments and strong relationships with relevant external bodies and experts to be able to develop and implement Treasury and Investment Management, Pension Fund and Debt strategies.</p> <p>Computer literate with ability to operate the Microsoft Office package, including O365 and other financial software packages and experience in the development of complex spreadsheets</p> <p>Ability to deliver a Treasury and Investment Strategy, aligning it with the organisation's Corporate Plan and long-term objectives.</p> <p>Analysis and clear presentation of data to support appropriate financial strategies and policies at a ministerial and corporate level</p> <p>Experience working with banks, investment advisers and custodians. the ability to research best practice and alternative models for investment management and funding in order to make recommendations for change.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills with the ability to also work independently and autonomously.</p> <p>Good planning and organising skills to generate medium and long-term strategies for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p>	

	<p>Ability to produce written materials (e.g. letters, reports, discussion papers and proposals) to a high level for presentation to a variety of audiences, including Scrutiny Panels and Government Ministers.</p> <p>Ability to communicate confidently and effectively, to stakeholders, including politicians and Senior Management and deliver key messages at a suitable level</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p> <p>Highly resilient, maintaining effectiveness under significant pressure</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant senior leadership experience, in a similar role</p> <p>Experience leading, inspiring and developing teams (obtained by a combination of professional experience and more formal management training)</p> <p>Experience in the issuance of public rated bonds, other debt instruments and also in the completion of investment management mandates, including consideration of the legal and tax implications relevant to the jurisdiction of investment</p> <p>Experience in cash management, pension management, capital markets, and/ or corporate finance in a corporate or a banking environment</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 1 to 3 core accountabilities, attributes and behavi