

Personal Assistant to the Treasurer of the States and Group Director – Strategic Finance

Department:	Treasury and Exchequer
Section:	Strategic Finance
Reports to:	The Group Director – Strategic Finance
JE Ref:	STE1064
Grade: 7	JE Date: 08/05/2024

Job purpose

To provide a highly confidential personal administrative and executive service to the Treasurer of the States and Group Director – Strategic Finance.

To provide and assist the Treasurer and Group Director with various administrative duties at an exceptional standard, maintaining confidentiality at all times, whilst behaving with the highest level of professional integrity, and to help ensure the efficient and effective running of the team.

Job specific outcomes

1. Take full responsibility for the Treasurer's and Group Director's diaries, ensuring that meetings and visits are relevant and that they are fully prepared and briefed in time. Manage diaries of other senior staff as required.
2. Arrange and co-ordinate internal and external meetings for / with the Treasurer and members of T&E SLT and prepare and distribute papers as required at these meetings to ensure that attendees are prepared and well briefed.
3. Screen correspondence, telephone enquiries and mail messages and convey as necessary, and where possible, by reviewing their content/subject gauge their importance and either bring them to the attention of the Treasurer/Group Director or draft responses or refer to other appropriate staff members.
4. Book local, UK and international conferences/courses for the Treasurer/Group Director and other members of Strategic Finance. Book travel through the Government of Jersey's preferred online travel provider (HRG) and ensure that any expense collection is undertaken in a timely and efficient manner and in accordance with the Public Finances Manual.
5. Accurate, appropriate and timely recording and approval of costs and charges to the section budget in accordance with the Government of Jersey's Public Finances Manual. Checking the monthly Finance report in a timely fashion and bring to the attention of the Comptroller any transaction which is incorrect.
6. Order goods and services (e.g. stationery/lunches/room hire) via the Government of Jersey's online ordering system (Connect Ariba) and raise requisitions and receipt orders in a timely manner and in accordance with the Public Finances Manual on the purchasing of goods and services.

7. Provide administrative support to the Treasury Secretariat and Strategic Finance, as and when required, including providing cover for other Personal Assistants.

Statutory responsibilities

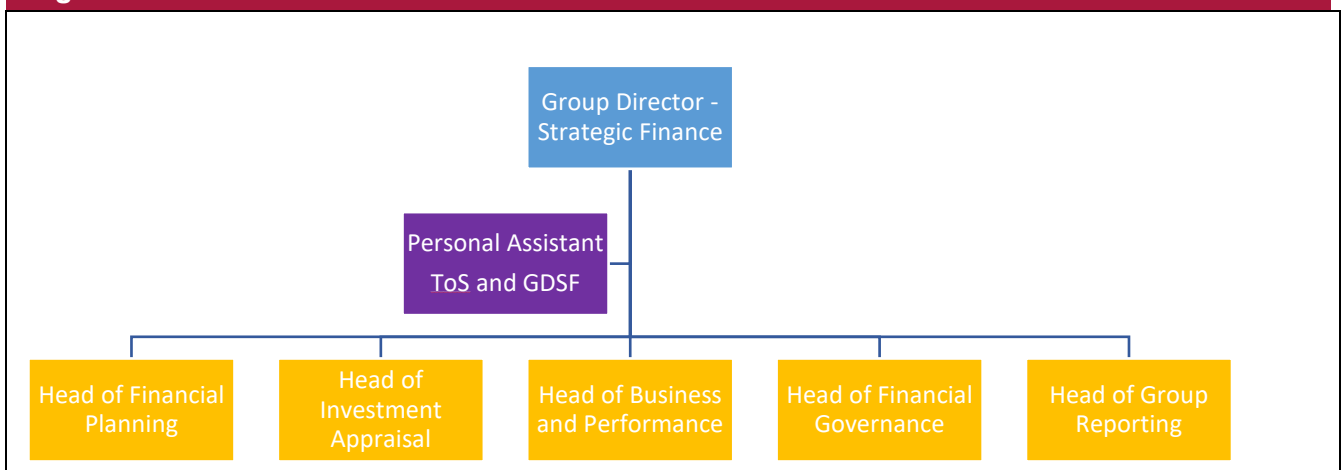
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to A level standard with a minimum of NVQ level 3 in business Administration.	
Knowledge	Good knowledge of Microsoft office applications and familiar with other IT software to produce high quality documents efficiently. Understanding of the Government of Jersey processes and procedures, including knowledge of the operation of the States Assembly and Public Finances Manual.	
Technical / Work-based Skills	Ability to use Microsoft software packages proficiently. Be able to use, promote and train others on a wide variety of IT software. Ability to learn the various software and purchasing system used within the Government of Jersey.	
General Skills/Attributes	Excellent communication and inter-personal skills are required to deal with enquiries at all levels, from the political to those emanating from the public. Excellent secretarial, administrative and organisational skills. High level of accuracy and attention to detail	

	<p>The ability to maintain confidentiality and discretion at all times.</p> <p>The ability to work independently, accurately and using one's own initiative whilst prioritising own and others workload</p>	
Experience	Substantial experience of providing a Personal Assistant service at a Senior level	

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 6 core accountabilities attributes and behaviour indicators.