

Head of Systems, Process and Control

Department: Treasury and Exchequer

Division: Finance Hub

Reports to: Director – Finance Hub

JE Ref.: STE1066.1

Grade: 15

JE Date: 14.06.2024

Job purpose

The Head of Systems, Process and Control will act as functional lead for all aspects of the Connect Finance system, driving, energising and implementing system upgrades and process change across the whole of the Government of Jersey. Leading continuous improvement in financial processes.

Leading the development of T&E financial systems standardising, automating and improving processes and controls. The post holder will embed the culture of embracing new technologies and systems and will be pivotal to the success of forward planning, designing and implementing changes to Connect Finance and other financial systems. The role will play a vital role in maintaining the financial control of organisational income, expenditure and cash flow through leadership of the financial control environment.

Job specific outcomes

- Champion the vision for Connect Finance to deliver the strategic priorities outlined by Ministers, Senior Leadership and the vision for Finance across the Treasury and Exchequer and beyond.
- Design, deliver and update Standard Operating Processes to embed a self-service culture, professional standards for data management, process re-engineering and influence Business Process Owners and other senior stakeholders in best practice.
- Establish and maintain consistent and highly effective leadership for Connect Finance upgrades, to ensure effective project planning, reporting, stakeholder management and risk management.
- Developing and implementing cultural change and financial literacy within all Government departments through advocating and executing financial process, policies and standards. Champion training in systems, business cases, reporting, costing, as well as adherence of Jersey Finance Law and Financial Directions. To recommend and implement ways for all departments to continuously improve their financial management and challenge to the status quo.
- Oversee a collective team of circa 16 staff, ensuring accountable, efficient and effective behaviours to meet agreed service levels and ensure cash control and effective financial systems.
- Set the governance and controls framework for the Record to Report reconciliation of income and expenditure including system, bank account and suspense account reconciliation to maintain effective financial control for the Government of Jersey.

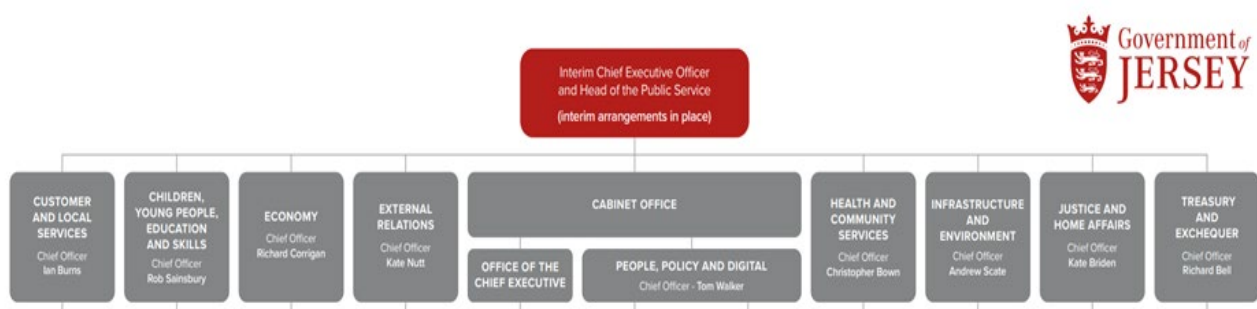
- Lead business analysis, process improvement and catalogue maintenance working closely with Commercial Services and the wider Treasury team to deliver continuous improvement.
- To establish and maintain consistent and effective relationships, both within the department and across the wider organisation, to ensure open and continuous dialogue in order to deliver process improvement.
- Understand the importance of security and privacy of data for all internal and external information stored within the team and the wider Treasury systems to meet Data Protection standards.
- Ensure appropriate mechanisms are in place for staff appraisal and development, influence the progression of learning and development plans contributing to the continuous improvement and development of a multi-functional team.
- The post holder will manage their professional development, keep up to date with relevant accounting standards and statutory legislation including Jersey Public Finance Law. In addition, understand the latest developments and initiatives in the service and provide advice in how they could be implemented at the Government of Jersey.
- Deputise on occasion for the Director of the Finance Hub, representing the directorate at appropriate governance forums.
- Undertake other duties and responsibilities of a similar nature as may be required from time to time.

Statutory responsibilities

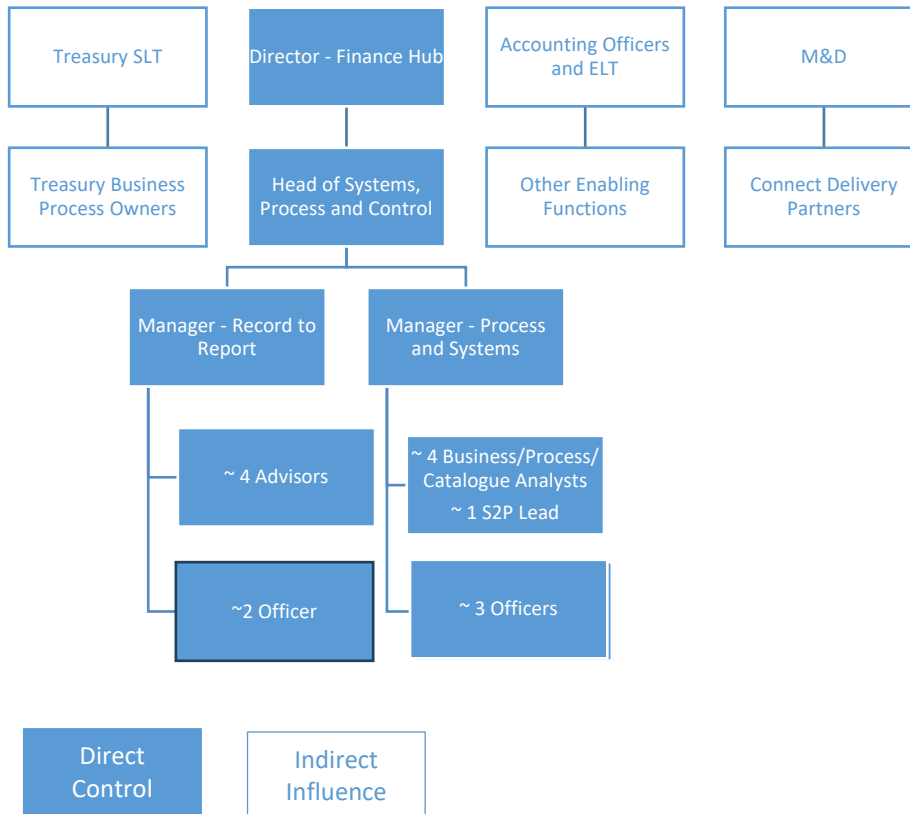
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government 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



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree in Finance or Business related subjects. Qualified Accountant with significant post-qualification experience	Member of a Professional Organisation SBM – Postgrad / MBA / CA qualifications regarded but not a necessity Relevant Project Management Qualification (Prince2, MSP, Agile)
Knowledge	Advanced knowledge of: <ul style="list-style-type: none"> The role of the Finance function in leading and 	Knowledge of; <ul style="list-style-type: none"> The States of Jersey Finance Law, or a

	<p>driving organisational wide financial stewardship</p> <ul style="list-style-type: none"> • Finance processes in scope of the solution • The role of Finance in maintaining accurate data and systems as appropriate to the role • Statutory and management financial reporting as it relates to the Government of Jersey • Experience of forecasting and monitoring benefits/impact/performance of expenditure • Change management cross cutting strategic programmes • The interaction between ministers and officials – how officials provide advice for ministers to act upon 	<p>comparable organisation, and its strategy, ministerial functions, policy developments, and the ability to apply financial analysis and advice to the above</p> <ul style="list-style-type: none"> • Business case writing and approvals – consistent with HM Treasury’s Green book
Technical / Work-based Skills	<ul style="list-style-type: none"> • Relevant Accounting Standards and comparable Finance Law and associated finance directions • Highly developed understanding of budget management • Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off • Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project 	
General Skills/Attributes	<ul style="list-style-type: none"> • Demonstrable commercial acumen. • Excellent interpersonal skills in order to influence significant stakeholders to change work behaviours 	

	<ul style="list-style-type: none"> • Ability to build and manage effective stakeholder relationships • Adept in matrix management and able to influence across formal and informal structures. • Excellent change management skills including achieving major change through influencing when direct control is not possible 	
<p>Experience</p>	<ul style="list-style-type: none"> • Significant post qualification experience • Significant experience working in a finance role • Experience leading, inspiring, developing and changing teams • Experience setting and achieving successful departmental / finance strategy • Able to demonstrate significant senior leadership experience within a similar environment. • Previous experience in a project/programme leadership role • Using persuasive oral and written communication skills • Management of senior teams, oversight of multiple projects and delivery against large scale budgets 	<ul style="list-style-type: none"> • Analysis and clear presentation of data to support appropriate financial strategies and policies at a ministerial and corporate level • Use of financial software packages and experience in the development of spreadsheets, combined with the ability to analyse and present statistical and performance data • Research into best practice and alternative models and making recommendations where applicable for change • Exposure to ministers, or equivalent, with experience communicating effectively and delivering key messages at a suitable level • Experience working alongside senior

		stakeholders within the public sector
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>		

Core Accountabilities, Attributes and Behaviour Indicators

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 behaviour indicators.