

Head of Analytics and Management Information

Department:	Treasury and Exchequer
Section:	Finance Business Partnering & Analytics
Reports to:	Group Director Finance Business Partnering & Analytics
JE Ref:	STE124.1
Grade: 14	JE Date: 16/05/2024

Job purpose

The Head of Analytics and Management Information (A&MI) has a primary responsibility for providing analytical leadership in the directorate, with expert knowledge and skilled in the development and delivery of information management & analytical work programmes. This role is essential to the modernisation and transformation of financial and corporate performance information. Having the confidence and ability to drive these changes across the States is integral to the delivery of an integrated Analytics and Management Information function, using this influential position to ensure the change required is successful and delivered at pace.

The Head of A&MI will organise and assemble resources, technology, processes, and financial resources necessary to address the current and future analytics needs of the business. They will lead the data analytics team, overseeing all activities, and ensuring alignment with the Government's vision and objectives. The Head of A&MI will establish the development, management and integration of data analytics and business intelligence necessary for supporting the strategies, objectives, and goals as agreed in the Government Plan and the Treasury Department Plan.

The post holder will understand that information and data are key business assets and will operationalise the application of data and information in order to deliver optimal performance. Managing, as well as improving, the provision of standardised, consistent, timely and insightful reporting to key stakeholders, customers and Ministers across the whole of the Government of Jersey. Through the use of analytical techniques and tools, management information will provide a short to long term outlook, incorporate budgeting and clear analysis that enables an assessment of value for money (inputs and outcomes) with insightful commentary. The link to non-financial performance indicators is also critical to "tell the story" and bring further insight into operational performance and help managers develop a greater understanding of their finances and business performance.

Embracing and championing the opportunities provided by new technologies will be critical to optimise cost, quality, and financial control. Using world leading tools and methodologies will enable effective, informed decision-making based upon evidence and fact to support financial sustainability and deliver improved business performance.

Job specific outcomes

- Provision of standard, consistent, insightful, and timely financial reporting for all internal users and customers, ensuring that all reporting is driven from a common and trusted data set.
- Design and oversee the implementation of the reporting framework (from monthly reporting, ad-hoc reports, and other periodic reporting) - providing accurate, robust and insightful reports for

colleagues in the Treasury and Exchequer and across all Departments, as well as for Scrutiny and the Council of Ministers.

- Provision and maintenance of a robust data platform to support organisational data and reporting needs. Identify and manage links to key data sources, ensuring there is an appropriate governance framework in place and effective business continuity plans are established.
- Responsible for ensuring that reporting is accessible and understandable, enabling leaders and users to understand the 'golden thread' between strategic priorities and delivery, supporting integrated long-term planning, and integrating non-financial information.
- Responsible for the delivery of quality insightful reporting, pitched at the correct level for user needs, which should be facilitated through the use of market leading insight and developments in reporting - such as the provision of 'self-service' reporting and 'drill-down' functionality.
- Liaise closely with Finance Business Partners to continuously drive the quality and insight of financial and non-financial reporting.
- Support Group Reporting and Finance Business Partnering in maintaining financial control and governance processes to secure the integrity of core financial data. This includes, for example, proactive balance sheet integrity checks and verifying that adequate control is maintained in relation to relevant accounts.
- Working with colleagues in Strategic Finance, Group Reporting and Finance Business Partnering, it is essential to drive an effective and efficient approach to monitor performance against the Government Plan and departmental plans which enable the Leadership team and the Council of Ministers to make informed prioritisation decisions.
- Provide expert statistical, analytical and modelling advice in the delivery of A&MI solutions, utilising effective skills and tools to present sometimes complex information to stakeholders.
- Championing the process and technology change required to deliver, and successfully embed, a new finance system within the States and other technological changes.
- Embracing new technologies and new financial systems to improve the efficiency and effectiveness of the accounts closure process. Driving greater automation through the use of systems and new technologies to reduce manual effort and reduce the risk of errors and duplication.
- Support improvement of financial literacy across the Government of Jersey, particularly through the provision of data and analytics to increase the understanding of cost drivers, performance, outcomes, and benefits.
- Ensure robust arrangements are in place for the project management, development, and implementation of the A&MI technology framework and digital applications, including the development, testing and maintenance of business continuity arrangements.
- Ensure appropriate arrangements for staff appraisal and development, influence the progression of learning and development plans contributing to the continuous improvement and development of the team.
- 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 jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

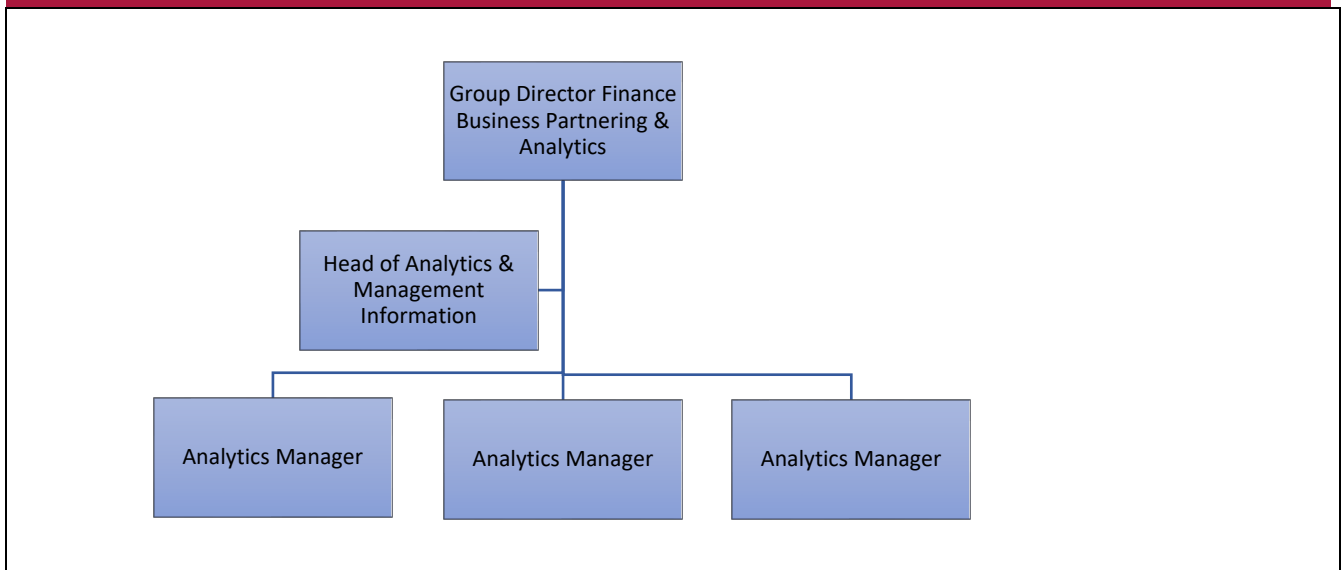
Services (TIER 1,2 and 3 jobs only)

- Report to the Group Director, Finance Business Partnering and Analytics
- Communicate with, and influence effectively a broad range of individuals across the organisation, including T&E Senior Leadership Team, stakeholders across the T&E department (in particular Finance Business Partners and Group Reporting)
- Liaising with the Head of Group Reporting, to help facilitate production of statutory accounts and production of audit evidence and where requested have contact with external and internal auditors.
- Liaise with colleagues in Treasury and Exchequer departments, and other bodies to facilitate improvements in data and automation in data processes.
- Collaborate with the Finance Business Partners to ensure consistent and effective financial reporting in a clear and easy to understand format.
- Maintain regular contact with the Systems Specialist to promote appropriate ownership and integrity of data sources (from local data and systems integration) to the general ledger.
- Maintain regular contact with Modernisation and Digital teams to ensure the integrity of the analytics technology platform is maintained and business continuity plans are in place.
- Advise senior officers on financial & performance reporting and capital planning matters.
- A member of the senior management group and will participate in various forums as necessary to influence data capabilities and competencies within Government.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree or Masters Degree qualification – demonstrating analytical knowledge and skills (e.g. Maths, Science, Data Science, Business, Finance & Accountancy)	Qualified Accountant or Equivalent Experience Member of a Professional Organisation Post Grad/ MBA
Knowledge	Advanced knowledge of: <ul style="list-style-type: none"> • The role of the Finance Function in leading and driving organisational wide financial stewardship. • States of Jersey Finance Law, or equivalent, and its application as appropriate to the role • 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. 	Knowledge of: <ul style="list-style-type: none"> • The policy process and the role of Finance in policy development, execution and realisation. • The activity and processes of Government including interaction between ministers and officials. • SAP S/4 HANA • Alteryx • Data visualisation tools (e.g., Power BI) • JD Edwards and Hubble finance systems

	<ul style="list-style-type: none"> • The role and function of data engineering and analytics in driving business results. 	
General Skills/Attributes	<ul style="list-style-type: none"> • Highly numerate with strong quantitative analytical and problem-solving skills; ability to undertake and lead on complex analytical problems and projects; • Evidence of continued professional development; • Proven level of managing change and strategy development; • Knowledge of information governance principles and data quality assurance; 	<ul style="list-style-type: none"> • Experience working with product development teams; • Experience working with clinicians in the development of metrics and analytical output; • Experience in public speaking at analytical forums and events; • Experience of Agile SCRUM and Kanban methodologies; • In depth knowledge in underlying data structures required to support Government or similar organisations
Experience	<ul style="list-style-type: none"> • Significant post qualification experience • Considerable experience of working as an analytics leader; inspiring and developing teams • Significant experience working in a finance related and/ or data-engineering role in a financial environment. • Experience in the delivery of complex work, incorporating multiple inputs and stakeholders, management of fluctuating workflow and associated resource management. • Experience developing and implementing business strategy or change management programme • Experience in delivering highly robust, quality 	<ul style="list-style-type: none"> • Experience working with product development teams; • Experience of working with multiple organisational units with sometimes opposing objectives to gain consensus; • Experience working with operational managers and business partners in the development of metrics and analytical output; • Experience in public speaking at analytical forums and events; • Experience of Agile SCRUM and Kanban methodologies; • Knowledge in underlying data structures required to support Government or public sector organisations;

	assured analytical output on a regular e.g. monthly basis;	
--	--	--

Personal Attributes

Delete as appropriate:

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.