



Job Description: Finance and Case Officer

The JCRA is a small organisation and because of our size, roles can vary when circumstances change and the skillset of our team is applied to a range of tasks. We recruit like-minded people who work and learn together to deliver high impact, quality outcomes for the people of Jersey.

Jersey has high-value micro-economies, and decisions made by JCRA can have material local economic impact. The JCRA's activities and decisions are also highly visible and widely reported in the media. Details of the JCRA's recent activities can be found at the JCRA website: www.icra.je

These are the core values that drive how we work:

Integrity, Openness and Accountability

- **Integrity** - We maintain and expect high standards of integrity and respect.
- **Openness** - We maintain the appropriate level of confidentiality required by our role, whilst encouraging a culture of openness where possible.
- **Accountability** – We take responsibility for resolving issues in a constructive manner, or accept that it is not a substantive issue – internally we say 'own it or kill it'

Seek Renewal

- We take responsibility for our individual and organisation development, continually seeking to improve our knowledge and skills, avoiding insularity and silos

Pull Together

- We work together, challenging each other where appropriate, to ensure our decisions are robust and we achieve our common goals.

Interact with Clarity and Consideration

- We will listen and endeavour to communicate clearly and considerately.

Impartiality and fairness

- Ensure that our decisions are always evidence based and actively strive to avoid errors of commission or omission
- Behave in a way that is demonstrably even handed, fair and impartial

1. Job Overview:

Job title: Finance and Case Officer

Line manager: CEO

Location: 2nd Floor Salisbury House, 1 - 9 Union Street, St Helier, Jersey, JE2 3RF

2. Job Description

2.1 Job Purpose

Reporting to the CEO, the Finance and Case Officer will be responsible for the day to day management of JCRA financial accounts and will also support the JCRA's competition and regulatory case work. It is envisaged the role will be split approximately 50-50 between Finance and Case Work and the role offers the successful candidate the opportunity to contribute across the JCRA's work areas.

The JCRA's work bring it into contact with many stakeholders and its impact is quickly apparent. As a small organisation, the breadth of responsibilities is greater for the JCRA than for regulators in larger jurisdictions. Projects can require technical, economic, legal, financial and communications skills and all employees share their expertise with the rest of the project team.

The successful applicant will be required to live in Jersey.

2.2 Main Responsibilities

The principle responsibilities of the role are:

- Financial Management:
 - Preparing management accounts
 - Preparing budgets
 - Writing weekly, monthly and board reports
 - Processing payments
 - Providing mentoring to the Office Coordinator in relation to their bookkeeping responsibilities and Quickbooks
 - Ensuring the JCRA has a clear financial audit

- Case Work: Supporting the project team with cases, to include
 - Producing written reports
 - Providing analysis of companies performance
 - Providing analytical support for market studies
 - Analysis of mergers and acquisitions
 - Supporting the analysis of pricing disputes

- Collation of statistics
- Opportunities for training in competition and regulation will be provided to the successful applicant to support their development as Case Officer. Stakeholder Management:
 - Contribute towards raising the profile of the organisation by, attending and presenting at seminars, undertaking necessary training and developing own contacts within Jersey organisations.
 - Communicate effectively with high levels of direct stakeholder contact.
 - Act as a first point of contact for key stakeholders, including members of the public

3. Candidate Specification

3.1 Qualifications / Requirements

- Accountancy Qualification
- Sufficient industry experience in a management accounts role or similar, to allow minimal technical support in this area of the role

3.2 Attributes

- A hands-on, can-do attitude.
- High-quality reasoning and analytical skills, including the ability to grasp both technical and non-technical concepts.
- The ability to work under own initiative as well as within and alongside the rest of the team.
- A high level of self-motivation and commitment.
- Strong planning and time management skills.
- Strong communication skills (both written and oral).
- The ability to balance competing priorities.
- The ability to take ownership of a varied workload and make considered decisions independently or escalating to the manager when appropriate.
- Ability to engage effectively with all relevant stakeholder groups.
- Proven research skills that demonstrate an ability to think analytically.
- The desire to continue personal development and identify areas for personal improvement and skill gaps
- A high standard of integrity, impartiality, transparency and objectivity.