



Falkland Islands Government – Job Description

Job Title:	Financial Secretary		
Department:	Treasury		
Reports to:	Chief Executive		
Grade:	Falkland Islands Government Grade – A2	Job Code:	602FS1

Overall Purpose of the Role:

The Financial Secretary is the Chief Financial Officer of the Falkland Islands Government with responsibility for the formulation and execution of financial policy and strategy for the Falkland Islands Government and for fulfilling statutory requirements, and the management of The Treasury (which includes Finance, Tax, Pensions and Internal Audit).

Job Facts & Figures:

- Multi service organisation with budget operating expenditure of £85m
- Five-year capital investment programme of £100m
- Investments under management as at 30 June 2019: £360m
- Staffing - 3 direct reports covering a Treasury team of 25 in total

Key Role Activities:

- Maintain sound public financial management and accountability.
- Provide advice on matters of financial policy to the Chief Executive and also to elected members through Executive Council and the Legislative Assembly.
- Contribute generally to the formulation of corporate policies and plans as a member of the Falkland Islands Government Corporate Management Team to ensure the continuation of good governance of the Falkland Islands.
- Represent and negotiate on behalf of Government as required to ensure best value for money and that the best interests of the Islands are taken into account.
- Leadership of the Treasury Directorate including delivery of Islands' Plan priorities, departmental business plan and performance management of Heads of Service.
- Lead the corporate strategic budget process (including a ten-year capital programme).
- Ensure that an appropriate public financial management framework is in place for the public sector of the Falkland Islands including update to date legislation and Financial Instructions.
- Management and oversight of the retirement and occupational pension schemes to ensure appropriate strategies and policies are in place and compliance with the provisions of the relevant pension law, including Chair Retirement Pensions Board and acting as Independent Trustee for the Falkland Islands Pensions Scheme (FIPS).



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Key Role Activities: *(continued)*

- Directing internal audit of FIG's affairs and integrate them with the work of the external auditor.
- As Commissioner of Taxation, oversee the formulation of taxation policy, creation of tax legislation and assessment and collection of taxes.
- Control and administer Falkland Island currency in order to comply with the legislation.

Corporate Responsibilities:

- Participate in the corporate and strategic management of the Government, working to ensure the Government is pursuing a coherent and practical financial strategy in line with political priorities.
- Support the work of elected Members collectively and individually by providing policy advice for areas of assigned responsibility and overseeing the achievement of political decisions.
- Take a leadership role for assigned areas of corporate responsibility and corporate projects.
- Provide effective leadership and direction for the directorate in order to meet FIG strategic priorities and objectives
- Support and work through Heads of Service to ensure effective delivery of the business plan including monitoring progress and intervening appropriately to support HoS to tackle challenges that arise.
- Inspire and motivate staff through role modelling, personal interaction and by creating a shared vision for the future.
- Work with Heads of Service to control spending and other resources within approved Directorate budgets and formulate Directorate budget proposals and priorities in the light of competing demands.
- Lead the strategic management of the assigned services, ensuring: achievement of Islands' Plan and Business Plan targets, a pro-active approach to strategic planning, the provision of directorate and business unit plans, continuous improvement and the provision of management systems, processes and structures in line with corporate policies.
- Provide leadership to managers within the assigned directorate/services through: the setting of objectives and performance indicator; the allocation of resources; the monitoring of achievement; identification of variances and remedial action; mentoring and role modelling and pro-active use of the individual performance appraisal system.
- Other duties as required by the Chief Executive.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Financial Secretary		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience:			
Substantial (at least 10 years') relevant experience in financial management, with at least 10 years' post qualification experience	✓		A
Significant experience of successfully leading a multi-disciplinary Finance department/function	✓		A
Significant experience in leading the formulation and execution of financial policies and strategies	✓		A/I
Proven experience of working successfully with senior managers and/or politicians to set and achieve results with challenging budgets	✓		I/R
Demonstrable significant experience of effectively managing finance staff and budgets	✓		A/I
Experience of delivering effective performance management at organisational and individual staff level	✓		A/I
A successful track record in corporate management and participation in the formulation of corporate objectives, policies and strategies at Board level within a large multi-disciplined organisation with comparable scope, responsibilities, budgets and resources	✓		A/I/R
Proven ability to work with senior professionals in unrelated fields	✓		A/I/R
Experience of business and financial planning in a financially constrained context involving hard to predict budgets	✓		A/I
Evidence of experience of effective strategic planning	✓		A/I/R
Experience of customer focused service provision	✓		A/I
Experience of presenting complex issues to lay people in a clear and concise manner	✓		A/I
Experience of risk management	✓		A/I/R
Demonstrable experience of successful projects seen through to the end and improving performance	✓		A/I/R
Extensive experience of managing, setting and monitoring budgets and financial management information, including developing and using management information	✓		A/I/R



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Person Specification:	Financial Secretary		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience: <i>(continued)</i>			
A successful track record of influencing, giving professional advice to and building effective and productive working relationships with senior managers and/or politicians, a variety of communities, partner organisations, private sector providers, public agencies and statutory authorities	✓		A/I/R
Experience of investment management and strategy		✓	A/I/R
Experience of cost reduction and/or productivity improvement in a comparable context to FIG		✓	A/I
Direct experience of Pension Fund management and/or administration		✓	A/I
A working knowledge of taxation policy and collection		✓	A/I
Personal Attributes:			
A corporate leader and effective manager, who is energetic, determined, positive, robust and resilient enough to cope with the demands of the role	✓		I/R
Strong interpersonal skills, able to win confidence and carry credibility	✓		I
Able to handle competing priorities and a challenging workload within a pressurised political environment	✓		I/R
Good project management skills	✓		I/R
Good communication skills (verbal and written) and able to present complex information effectively to large audiences	✓		A/I/R
Sound numeracy skills including ability to use statistics at a non-specialist level	✓		I/R
Sound verbal reasoning skills	✓		I
Ability to think laterally and creatively to generate novel, but realistic solutions	✓		A/I
Ability to work in a complex political and stakeholder environment	✓		I
Able to initiate and drive corporate projects through winning sufficient consensus and then ensuring delivery through focus on time-scales, budget and outcomes	✓		I/R



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Person Specification:	Financial Secretary		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes: (continued)			
Able to work with elected Members to develop national policy in complex areas	✓		I
Ability to lead change processes and motivate others under direct management and across the wider operation	✓		I/R
The ability to provide professional advice confidently and tactfully, express a viewpoint and provide policy direction	✓		A/I/R
Qualifications and Training:			
Current professional Accountancy qualification (ACCA, ACA - ICAEW/ICAS/ICAI, CIMA, CIPFA)	✓		A
Well educated - to equivalent of first-degree level	✓		A
Evidence of continuing professional development	✓		A/I/R
A business-related degree		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of Assessment:

- A - Application Form
- I - Selection Interview
- R - Reference