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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Corporate Services / Finance |
| **Location** | Orange |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Role Family** *(internal use only)* | Bespoke/ Finance and Economics/Lead |
| **ANZSCO Code** | 221111 |
| **PCAT Code** | 1223233 |
| **Date of Approval** | 16 November 2020, updated from November 2018, July 2019 |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

The role provides expert analysis, advice and recommendations across a range of complex financial issues; develops and implements financial policies, procedures and systems to address organisation wide issues in order to meet the Department’s statutory and NSW Treasury reporting obligations; coordinates the preparation and submission of monthly financial data to Treasury; prepares statutory financial statements in accordance with prevailing accounting standards and other statutory requirements; and maintains related supporting documentation to meet audit and Treasury requirements.

Key accountabilities

* Undertake analysis and provide timely, expert financial information and advice to the Manager Finance Control and Reporting on complex financial management, including identifying and facilitating improvements to financial reporting and asset management processes
* Prepare complex briefing notes, reports, accounting policies and procedures, and other material as required by the Manager Finance Control and Reporting on issues of significance relating to financial accounting and reporting
* Coordinate the timely submission of financial management reports in Treasury format, ensuring compliance with reporting standards and submission deadlines, and coordinate other financial returns required by Treasury
* Prepare and review statutory annual financial statements including the supporting work papers for consolidated and/or individual entities in the Department’s cluster and liaise with the Audit Office of NSW
* Facilitate the monthly, early close and annual close-off, ensuring accruals and period-end journals have been processed correctly and in a timely manner.
* Review General Ledger Balance Sheet reconciliations including the Bank Reconciliation
* Manage fixed asset registers and prepare asset reports for a range of purposes

Key challenges

* Maintaining a sound understanding of the functions of Government, NSW Treasury Circulars, the Treasurer’s Directions, Government Sector financial management legislation, and Department’s policies and procedures.
* Building and sustaining relationships with a network of key internal and external stakeholders, recognising shared agendas and working towards mutually beneficial outcomes.
* Facilitating and fostering the involvement of key stakeholders in the development of business requirements, frameworks, policies, systems and processes.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal**  |  |
| Manager Finance Control and Reporting | * Receive guidance and direction, exchange information and advice
* Discuss contentious issues for resolution
 |
| Staff and colleagues within the Finance Unit | * Exchange information, provide advice and collaborate on cross branch projects
 |
| Financial Accountants and assets team | * Provide guidance, support, advice and exchange information
 |
| Clients | * Provide expert advice and guidance on financial accounting practice
* Collaborate on diverse commercial and related activities
 |
| **External** |
| NSW Treasury | * Provide information and advice
* Respond to inquiries
* Seek advice and information
 |
| Audit Office of NSW | * Respond to inquiries
 |
| Other external stakeholders | * Provide advice
* Exchange information
 |

Role dimensions

## Decision making

## The Senior Financial Accountant operates with autonomy within the context of agreed work plan and is fully accountable for the quality, integrity and accuracy of the content of specialist advice provided, the quality of Financial Statements prepared, and the delivery of assigned projects and/or work packages on time. The role also collaborates with and provides information to both internal and external auditors.

## Reporting line

## Manager Finance Control and Reporting

## Direct reports

## Up to 7 direct reports, which may include Financial Accountants, a Graduate during graduate rotation periods, and/or the assets team.

## Budget/Expenditure

Nil

Essential requirements

* Degree Qualification in Accounting, Commerce or similar discipline and studying towards CPA/CA (or equivalent) full member status, or extensive equivalent experience
* Ability and willingness to travel within NSW

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect and collaborate with relevant customers within the community | Adept |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutions in collaboration with othersTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to system, process and business improvementsImplement systems and processes that are underpinned by high-quality research and analysisLook for opportunities to design innovative solutions to meet user needs and service demandsEvaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Assess work outcomes and identify and share learnings to inform future actionsEnsure that own actions and those of others are focused on achieving organisational outcomesExercise delegations responsiblyUnderstand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safetyConduct and report on quality control auditsIdentify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
|  | **Finance**Understand and apply financial processes to achieve value for money and minimise financial risk | Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and managementIdentify and analyse trends, review data and evaluate business options to ensure business cases are financially soundAssess relative cost benefits of various purchasing optionsPromote the role of sound financial management and its impact on organisational effectivenessObtain specialist financial advice when reviewing and evaluating finance systems and processesRespond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner | Advanced |
| **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomesAdjust performance development processes to meet the diverse abilities and needs of individuals and teamsDevelop work plans that consider capability, strengths and opportunities for developmentBe aware of the influences of bias when managing team membersSeek feedback on own management capabilities and develop strategies to address any gapsAddress and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective wayMonitor and report on team performance in line with established performance development frameworks | Adept |
| **Occupation specific capability set** |
|  | **Financial Accounting and Statutory Reporting**Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements | Supervise or perform work that complies with legislation, accounting policy and standardsImplement the professional financial and reporting pronouncements, and contribute to dialogue around impacts and implicationsFulfil regulatory reporting compliance requirements for primary and supplementary financial statements and disclosuresReview and evaluate financial or budget variance reports and analyse variations and financial performance data, taking corrective actions with discrepancies or errorsIdentify, verify and analyse variances between budgeted or projected and actual financial results, and the impacts on cash flow, working capital provisions and balance sheetPerform trend analysis of working capital, and anticipate and act on information required to manage capital provisions/budgets/expenditure | Level 3 |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
|  | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |