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| **Portfolio** | **Climate Change, Energy, the Environment and Water** |
| **Agency** | **Department of Climate Change, Energy, the Environment and Water** |
| **Division/Branch/Unit** | **Energy Climate Change and Sustainability/ Energy Security Corporation** |
| **Location** | **Sydney** |
| **Classification/Grade/Band** | **Clerk Grade 11/12** |
| **Role Number** | **TBC** |
| **OSCA Code** | **211131** |
| **PCAT Code** | **1233132** |
| **Date of Approval** | **April 2025** |
| **Agency Website** | **www.dcceew.nsw.gov.au** |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state’s environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state’s natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

**About the NSW Energy Security Corporation**

The NSW Energy Security Corporation is a new statutory corporation constituted under the Energy Security Corporation Act 2024 (ESC Act). The Corporation will partner with the private sector to accelerate investment in clean energy projects in NSW, and to support New South Wales to achieve the targets for reducing net greenhouse gas emissions under the Climate Change (Net Zero Future) Act 2023.

The NSW Government has committed an initial $1 billion of seed funding to the ESC. The initial focus of the ESC will be to co-invest in a portfolio of electricity storage and firming infrastructure across NSW to ensure the reliability of the electricity system as it transitions to renewable energy. The ESC can invest in both debt and equity, either directly or indirectly, through other investment managers.

Primary purpose of the role

Delivers expert financial analysis, advice and reporting to ensure accurate accounting and compliance with relevant legislative, policy and statutory frameworks. The role supports the organisation’s financial sustainability, transparency, and strategic decision-making through high-quality financial management and reporting.

# Key accountabilities

* Provide financial and fund accounting for the investment portfolio to support accurate valuation, revenue recognition, and financial reporting in line with relevant standards and requirements.
* Undertake analysis and provide timely, expert financial information and advice to support the CFOO in managing complex financial issues, including investment valuations and loss provisions.
* Identify and implement improvements to financial and management reporting processes to support operational efficiency and compliance.
* Prepare briefing notes, reports, accounting policies and procedures, to support consistent and compliant financial reporting and disclosure.
* Support the timely submission of financial reports in required formats to ensure compliance with reporting standards and deadlines.
* Prepare and review statutory financial statements, including disclosures for financial instruments, to meet audit and Treasury requirements.
* Contribute to the development of the annual report, Statement of Business Intent, Business Plan, and related budget documentation to support corporate planning and reporting.
* Facilitate financial close-off processes, including accruals and period-end journals, to ensure accurate and timely accounting for financial instruments.

Key challenges

* Supporting the establishment of new financial operations and corporate services while ensuring seamless on-boarding of the team and investment activities
* Supporting the development and implementation of appropriate financial policies and procedures particularly for Financial Instruments, operations and reporting to ensure compliance with ESC’s obligations.
* Supporting the Finance Manager and CFOO in the implementing financial systems within tight timeframes to ensure investment readiness for the 2025-26 financial year.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Chief Financial and Operations Officer | * Keep informed, receive instructions and escalate issues on operational activities for the ESC. |
| Other ESC staff | Work collaboratively and support to achieve team outcomes.  Collaborate with teams within the ESC to gather accurate and up-to-date information for the purpose of preparing submissions to fulfill the ESC’s reporting obligations under the ESC Act, Investment Mandate and other relevant frameworks. |
| Executive Administrator/Office Manager | Work with EA/OM of the ESC to ensure that procurements and other sundry transactions are accounted for. |
| **External** |  |
| NSW Treasury | Provide information and advice, including financial submissions  Respond to inquiries  Seek advice and information |
| DCCEEW finance and corporate services staff | Develop and maintain effective working relationships |
| NSW Audit Office | Support the CFOO and Finance Manager during financial external audit processes, ensuring compliance with internal controls, accounting and auditing standards and Treasury reporting guidelines. |

# Role dimensions

## Decision making

The Senior Financial Accountant:

* Acts independently in performing the core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes.
* Is accountable for the quality and accuracy of the content of documents relating to financial reporting and financial management and related accounting issues.
* Refers decisions to the CFOO that are likely to escalate or require a higher administrative delegation.

## Reporting line

The Senior Financial Accountant will report directly to the CFOO of the ESC.

## Direct reports

Nil

## Budget/Expenditure

NIL

Knowledge and experience

* Extensive experience in finance management including experience establishing new finance operations, policies, systems and other corporate services
* Extensive experience in financial operations and accounting for financial instruments in an investment or funds management environment
* Experience in preparing statutory financial statements in a financial services setting.
* Strong understanding of public sector finance and investment management.
* Knowledge of the application of the NSW Government Sector finance legislation, directions and policies, and Australian Accounting Standards.

Essential requirements

* Degree in relevant finance, accounting, or similar discipline
* Membership of a recognised professional accounting body such as Chartered Accountants Australia & NZ or Certified Practicing Accountants Australia is preferred.

# 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-person 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.

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| **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 | | Model the highest standards of ethical and professional behaviour and reinforce their use  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act promptly on reported breaches of legislation, policies and guidelines | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use 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 services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect 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 issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by highquality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate 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 | | Design and develop systems to establish and measure accountabilities  Ensure accountabilities are exercised in line with government and business goals  Exercise due diligence to ensure work health and safety risks are addressed  Oversee quality assurance practices  Model the highest standards of financial probity, demonstrating respect for public monies and other resources  Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks  Incorporate sound risk management principles and strategies into business planning | Advanced |
|  | **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 management  Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound  Assess relative cost benefits of various purchasing options  Promote the role of sound financial management and its impact on organisational effectiveness  Obtain specialist financial advice when reviewing and evaluating finance systems and processes  Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner | Advanced |
|  | **Project Management**  Understand and apply effective project planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

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| **Occupation specific capability set** |  |

| **Capability group/sets** | **Capability name** | |  | **Behavioural indicators** | | **Level** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **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 standards  Implement the professional financial and reporting pronouncements, and contribute to dialogue around impacts and implications • Fulfil regulatory reporting compliance requirements for primary and supplementary financial statements and disclosures  Review and evaluate financial or budget variance reports and analyse variations and financial performance data, taking corrective actions with discrepancies or errors  Identify, verify and analyse variances between budgeted or projected and actual financial results, and the impacts on cash flow, working capital provisions and balance sheet  Perform 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.

| **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 | | Be ethical and professional, and uphold and promote the public sector values | 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 | Adept |
|  | Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |