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| **Agency** | NSW Rural Fire Service |
| **Division/Unit** | Finance Branch |
| **Location** | Sydney Olympic Park/HQ |
| **Grade** | RFS Level 10/11 |
| **ANZSCO Code** | 221112 |
| **Role Number** | 52014990 |
| **PCAT Code** | 1223331 |
| **Date of Approval** | 23 November 2017 |
| **Agency Website** | [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)  |

# Agency overview

The NSW Rural Fire Service (NSW RFS) plays a key coordinating and strategic role in the overall planning and management of fire prevention, protection and suppression in NSW. The NSW RFS is the lead combat agency for bush fires in NSW and also provides resources and support to other emergency service organisations. The Commissioner of the NSW RFS has ultimate responsibility for bush fire suppression across the State.

The NSW RFS is the world’s largest volunteer-based fire service. Volunteers fulfill the incident response role of the NSW RFS with over 2,000 rural fire brigades and more than 73,000 volunteer members protecting rural areas, villages, small towns and some outer urban fringes across the State. The NSW RFS employs around 858 staff to manage its day to day operations and administration, and to develop and implement programs, strategies and initiatives to assist the organisation to achieve its strategic objectives.

# Primary purpose of the role

The primary purpose of the role is to undertake budget development, internal reporting and preparation of business cases to support the implementation of corporate goals and objectives and provide forecasts of the projected financial performance.

# Key accountabilities

1. Develop, implement and monitor the corporate annual and forward five year budgets to ensure the effective coordination and alignment of programs with the strategic direction and priorities of the RFS.
2. Coordinate the organisation’s relationship with NSW Treasury so that preparation of inputs into the annual NSW Treasury budget process, Treasury on-line Entry System (TOES) to enable reporting and meet ad hoc NSW Treasury requirements.
3. Develop and coach RFS staff to improve financial management knowledge and skills; so they have the necessary capability to operate competently within budgeting and reporting frameworks.
4. Develop and maintain an effective rolling projection of expenditure and revenue, to identify and manage variances.
5. Provide an effective and fit for purpose internal financial reporting systems to identify emerging issues and track and report income and expenditure.
6. Assist in internal and external reporting of emergency response expenditure and the operation of the Deductible Gift Recipient Trust.
7. Develop, implement and review financial management and accounting policies, procedures and guidelines so they are user friendly and readily available.

# Key challenges

* Provision of timely and accurate specialist advice and reports to the Executive, Commissioner, Cluster and Minister on budgetary strategy, financial performance and emerging financial management issues and the formulation of corrective actions and solutions.
* Ensure strategies, analysis and specialist advice on financial/risk management to Business Unit managers are against objectives and targets for corporate or cost centre financial performance.
* Develop and maintain an effective rolling projection of expenditure and revenue, including analysis of variances.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Chief Financial Officer and other members of the NSW RFS Senior Executive | Provide accurate specialist advice and reports on budgetary strategy, financial performance and emerging financial management issues. |
| NSW RFS members (staff and volunteer) | Provide support, advice and information to staff in respect of financial information. |
| Regional/ District Managers and Local Government | Liaise with respect to the development of and enquiries about District allocations. |
| **External** |  |
| NSW Treasury/Audit Office | Provide financial reports and ensure compliance. |
| Other Government Departments and Emergency Services Agencies | The incumbent communicates with other government agencies and kindred organisations about routine matters. |

# Role dimensions

## Decision making

* The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
* The incumbent routinely makes their own decisions concerning assigned work and related matters based on audit outcomes and operating within standards, policies, procedures, best practice and relevant legislation.
* It is expected that the incumbent will research, identify, implement and validate appropriate responses to routine matters within their area of responsibility.
* The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

## Reporting line

This role reports to the Manager Management Accounting.

## Direct reports

The Management Accountant has 1 direct report.

## Budget/Expenditure

Nil

# Essential requirements

* A Degree or Graduate Certificate in a relevant discipline.
* Current full membership of a professional accounting body.
* During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](file:///%5C%5CDNS-323%5CVolume_1%5CClients%5C2014%5CFolk%5CPSC%5Cv16_12March2014%5Cwww.psc.nsw.gov.au%5Ccapabilityframework)

This role also utilises an occupation specific capability set *Finance* - <https://www.psc.nsw.gov.au/workforce-management/capability-framework/access-the-capability-framework/occupation-specific>

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| Act with Integrity | Intermediate |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Adept |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Adept |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | **Finance** | **Adept** |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| Project Management | Intermediate |
|  | Manage and Develop People | Intermediate |
| Inspire Direction and Purpose | Intermediate |
| **Optimise Business Outcomes** | **Intermediate** |
| Manage Reform and Change | Intermediate |

| Occupation Specific / Finance |
| --- |
| **Capability Set** |  |  |
|  | Financial Accounting and Statutory Reporting | Level 3 |
|  | **Management Accounting** | **Level 4** |
| **Finance Operations and Systems** | **Level 3** |
| Taxation | Level 1 |
| **Finance Business Partnering** | **Level 3** |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework |
| --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate a high level of personal motivation |
| **Relationships**CommunicateEffectively | Adept | Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groupsMonitor own and others' non-verbal cues and adapt where necessaryCreate opportunities for others to be heardActively listen to others and clarify own understandingWrite fluently in a range of styles and formats |
| **Results**Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness |
| **Business Enablers**Finance | Adept | Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measuresUnderstand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisionsUnderstand and apply financial audit, reporting and compliance obligationsIdentify discrepancies or variances in financial and budget reports, and take corrective action where appropriateSeek specialist advice and support where requiredMake decisions and prepare business cases paying due regard to financial considerations |
| **Business Enablers**Technology | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasksIdentify opportunities to use a broad range of communications technologies to deliver effective messagesUnderstand, act on and monitor compliance with information and communications security and use policiesIdentify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the businessSupport compliance with the records, information and knowledge management requirements of the organisation |
| **People Management**Optimise Business Outcomes | Intermediate | * Develop team/unit plans that take into account team capability and strengths
* Plan and monitor resource allocation effectively to achieve team/unit objectives
* Ensure team members work with a good understanding of business principles as they apply to the public sector context
* Participate in wider organisational workforce planning to ensure the availability of capable resources
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| Occupation Specific / Finance |
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| **Capability Set** |  |  |
| Management Accounting | Level 4 | * Identify internal and relevant external data sources, providing appropriate inputs, financial and non financial, to assist strategy formation.
* Assess the impact of funding allocations on budget management and organisational capability.
* Monitor, analyse and evaluate trends and financial implications of alternative business strategies, and cash flow, working capital and financing implications of specific projects.
* Monitor, evaluate and report on environmental factors that impact corporate decision making processes.
* Analyse overall organisational financial information, deviations from plan and trends to inform strategic business planning activities.
* Guide budget formation and use strategic financial information and analysis to test and support internal and external stakeholders.
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| Finance Operations and Systems | Level 3 | * Evaluate finance information systems, processes and user operating documentation for reliability, clarity and efficiency
* Provide technical review and reliable advice relating to financial terminology and processes, AAS and NSW Treasury Accounting policies and key financial measures
* Establish and manage general ledger and account management processes and perform financial system checks, testing for compliance with control and related requirements
* Assure the timely and accurate operation of the finance system to capture data and business information
* Interpret and determine user requirements to assist development of financial systems and processes to satisfy AAS and meet business needs
* Develop cash forecasting models to support long term cash requirements
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| Finance Business Partnering | Level 3 | * Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities.
* Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders.
* Provide appropriate, high quality, reliable
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