

Role Description

Senior Finance Analyst



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Shared Services Group
Position Description no	10143-01
Classification/Grade/Band	TAFE Worker Level 9
Senior executive work level standards	Not Applicable
ANZSCO Code	221112
PCAT Code	1223331
Date of Approval	June 2022
Agency Website	www.tafensw.edu.au

Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

Primary purpose of the role

This position is responsible for increasing efficiency and profitability by providing meaningful commentary on finance results, conducting analysis on financial and operational results to understand company performance, provide insights around financial modelling, forecasts and profitability and review operations to develop recommendations for business improvements. The Senior Finance Analyst will support the work of specialist teams within Finance Business Partnering, Management Accounting or Finance Strategy and Optimisation and other relevant functions with key insights, requirements and commentary to add depth to analysis and modelling activities.

Key accountabilities

1. Support achievement of business outcomes by providing sound accounting and/or financial advice and direction to finance peers and leaders involving a sound understanding of the underlying cost drivers of the business and interpreting the impact of decisions and/or policy on financial outcomes.
2. Research, collate relevant information, prepare briefing materials, presentations and documentation including inputs to various financial management reporting and analysis in order to support business decision making and TAFE NSW priorities.
3. Undertake research to assist with financial analysis and reconciliations to ensure the integrity of financial data and identify risk areas including monitoring monthly results for transactional issues with accruals, prepayments, capitalisation, and project costing allocations.
4. Use qualitative and quantitative analysis to investigate business and economic trends, analyse previous business performance, anticipate potential problems or obstacles and apply those insights in tandem with the Finance Business Partners and/or Management Accounting /Finance Strategy and Optimisation team members.
5. Identify, promote and facilitate improvements in financial management and/or business processes with financial impact, including financial models and frameworks.
6. Support the achievement of financial management business outcomes by participating in cross-functional project teams driving business improvement projects and/or financial sustainability initiatives at a business unit and/or divisional level to support BAU and project related activities and provide robust business and operational support, including monitoring and reporting on business plans, milestones, and deliverables, to ensure time, cost and quality indicators are in line with approved Business plans.
7. Contribute to governance and controls for budgeting and forecasting processes by feeding into detailed design of agreed controls and dashboards that will provide process quality around systems, methodologies and techniques aimed at identifying financial issues.
8. Actively participate in continuing improvement and enhancement of financial information, system, artefacts, outputs and procedures drawing on information from multiple sources and databases.
9. Translate and deliver financial insights and advice with information from multiple sources and databases as related to strategy to enable informed decision making, including highlighting trends, areas of concern and impact to strategy.
10. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop meaningful performance development and review plans.

Key challenges

- Working in an agile environment requiring mobility of resources to deliver on TAFE NSW priorities.
- Working with stakeholders who are operating in a context of change, with competing priorities.
- Managing the competing priorities of providing data and reports for corporate purposes and providing services to regional businesses.
- Consistently obtaining and providing meaningful data drawing on multiple data sources with varying levels of availability.

Key relationships

Internal

Who	Why
Line Manager	<ul style="list-style-type: none">• Receive leadership, direction and support.
Senior colleagues across Finance Group	<ul style="list-style-type: none">• Receive guidance, direction and support.
Senior Finance Business Partner	<ul style="list-style-type: none">• Provide supporting creating insights, providing commentary on expenditure and issues/ business requirements.
Finance Strategy and Optimisation	<ul style="list-style-type: none">• Provide support for optimisation activities.
Management Accounting	<ul style="list-style-type: none">• Provide support for Management Accounting activities.
Finance Business Partners	<ul style="list-style-type: none">• Support consistent application of work activities and share knowledge and skills.

Role dimensions

Decision making

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

Reporting line

As assigned

Direct reports

Nil

Budget/Expenditure

TBA

Essential requirements

1. A valid Working with Children Check (required prior to commencement).
2. Degree in a relevant discipline or equivalent skills, knowledge and experience.
3. Strong knowledge of, and experience working with finance systems for the purposes of creating insights and recommendations.
4. Strong analytic skills with demonstrated experience translating insights into implementable recommendations.
5. High-level stakeholder engagements skills, building trusted partnerships to optimise business outcomes.

Capabilities for the role

The [NSW public sector 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.

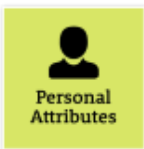
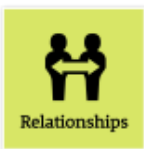

The capabilities are separated into focus capabilities and complementary capabilities

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • 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
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk











- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

Adept


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	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	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	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	Level 2