

Role Description

Associate Finance Business Partner

Cluster	Transport and Infrastructure
Agency	Group Rail: Sydney Trains and NSW TrainLink
Division/Branch/Unit	Finance and Business Services / Finance
Location	Sydney
Classification/Grade/Band	RC06
Role Number	Various
ANZSCO Code	221111
PCAT Code	3223792
Date of Approval	July 2018

Agency overview

Group Rail is made up of Sydney Trains and NSW TrainLink.

Sydney Trains and NSW TrainLink were established in July 2013 as part of the integrated Transport authority and focus on providing sustainable, efficient and cost effective services by putting the customer at the centre of everything they do to delivering safe, reliable and clean rail services.

Sydney Trains provides train services throughout the Sydney CBD with NSW TrainLink connecting people and communities throughout NSW and serves regional communities bringing together intercity and regional rail services and coach for the needs of customers travelling longer distances

Primary purpose of the role

The Assoc. Finance BP will provide effective financial support to the FND Metro Program. The role will work alongside key project managers and directors to support the effective financial management of the project portfolio including financial and project control, project forecasting and variance analysis, advisory support, and assistance in understanding and interpretation of all project financial information within the FND Metro Program.

The Assoc. Finance BP will also provide ongoing support and assistance to the respective financial business partner including project transactional analysis and costs transfers, labour and project costing as delegated/required.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers.
- Day to day project costing accuracy and responsibility in conjunction with respective project/program managers

- Preparation of monthly project financial reporting for review and approval by the respective project/senior program managers.
- Provide advice and partnership support to project key stakeholders in the project forecasting process through the validation of all financial inputs.
- On-going responsibility for supporting ongoing project financial control, timely delegated approval and compliance with all Corporate and financial accounting direction.
- Work with Project Sponsors/Project Managers to support project planning and manage project financial performance.
- Support and contribute to the cost recovery of all Program costs from Metro/TfNSW through review, analysis and substantiation of all project costs as required
- Contribute to continual improvement of strategies, processes and tools to provide effective financial decision support to key stakeholders.
- Execute safety responsibilities, authorities and accountabilities consistent with safety management system requirements.

Key challenges

- Maintain knowledge of business rules in the maintenance of financial master data and compliance as per internal policies and procedures.
- Coordinating the achievement of defined objectives given competing priorities within a complex operating environment
- Supporting transformational change given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change

Key relationships

Who	Why
Internal	
Direct Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities
Key business partners, Finance teams and other key internal stakeholders	<ul style="list-style-type: none"> • Work collaboratively to promote and share business partnering ideas, learnings, experiences and best practice (internal and external) • Support medium and long term business plans including appropriate performance targets and metrics
External	
Transport for NSW and other agencies	<ul style="list-style-type: none"> • Build collaborative working relationships •

Role dimensions

Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan and establishes strategic priorities in consultation with the direct manager. The position holder is expected to

deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided.

Reporting line

This role reports to the Senior Finance Business Partner.

Essential requirements

Degree qualification(s) in accounting, commerce or similar discipline with relevant industry experience, and member of a recognised professional accounting body.

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.

This role also utilises an [occupation specific capability set](#).

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Occupation / profession specific capabilities

Finance Professionals Capability Set



Finance Business Partnering

Level 2

Management Accounting

Level 2

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 Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>expertise</p> <ul style="list-style-type: none"> • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand 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 decisions • Understand and apply financial audit, reporting and compliance obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required

NSW Public Sector Capability Framework

Group and Capability

Level

Behavioural Indicators

- Make decisions and prepare business cases paying due regard to financial considerations

Occupation specific capability set (Finance Professionals)

Category, Sub-category

Level and Code

Skill and Level Description

Finance Business Partnering

Level 2

- Address financial transaction recording and reporting issues with business leaders and supervisors, to fully satisfy policy and procedural requirements
- Engage with managers to better appreciate business needs and to identify opportunities to streamline and enhance recording, analysis or reporting processes
- Provide feedback into the finance function on behalf of the business unit by monitoring and assessing the effectiveness and efficiency of financial and accounting processes
- Network with peers across other business units to identify changes or enhancements to financial systems or processes which might be adopted or leveraged to assist the business
- Work with managers in coaching and consulting discussions, to improve understanding and familiarity with budget preparation and forecasting systems, policies and processes