

Role Description

Senior Financial Accountant -TSFR



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Financial & Operations Group
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 7 - 8
Kind of Employment	Full Time - Permanent
Role Number	TBC
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	TBA
Agency Website	http://www.treasury.nsw.gov.au/

Agency overview

NSW Treasury helps guide the State's growth for the benefit of the people who live, work and study in NSW. We do this by managing the State's finances and assets to make sure the community is gaining the most value from them and supporting reforms to maintain a strong and competitive economy. Our work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards. We are purposeful and outcomes focused.

NSW is made up of a diverse community with different needs. It is crucial for us to understand and involve the voices of these communities that we serve, design and create policies for. We believe a diverse workplace, where the best people for the job collaborate towards great outcomes, is a world-class workplace. Therefore, we are always on the lookout for people who can bring diverse perspectives that reflect NSW communities to ensure we are effective in the work we do.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to "About Treasury" and "Our Treasury Team").

About the Financial & Operations Group

The Fiscal & Operations Group provides financial reporting and analysis for the key stakeholders of the State, including citizens and government, and stewards the Sector in financial management, accounting policy, and risk to ensure sound governance, assurance and regulatory frameworks that support financial control, effective decision making and delivery of high quality and timely financial information

The **Total State Financial Reporting (TSFR)** is part of the Financial & Operations Group and is responsible for governing the financial management information for whole of government reporting and preparation of consolidated financial reports including the Totals State Sector Accounts, General Government Accounts, financial reports for the NSW State Budget and Half Yearly Review including the forward estimates and ensuring compliance with accounting standards, statutory reporting requirements and the Government Finance Statistics (GFS).

Primary Purpose of the Role

This role is anchored in (and primarily part of) the TSFR Team in supporting the delivery of the Total State Sector Accounts and key reporting aggregates included in NSW Budget, Half Year Review and Monthly Reporting. This role will also support the delivery of key strategic projects across the Group.

The Ideal Candidate

- **You are a strategic thinker.** Contribute to the design of solutions to enable goals to be delivered and stakeholders to be delighted with the value added.
 - **You have good analytical and problem-solving skills.** You can analyse information quickly and derive practical, timely solutions.
 - **You can deliver.** You are very outcome focused and comfortable with a fast pace cadence of delivery across a broad remit.
 - **You have an eye for detail.** Be comfortable with focus on detail when important but pragmatic in timely macro evaluation.
- You are an effective collaborator and communicator.** Develop and maintain key stakeholder relationships to collaborate with the team, other parts of Treasury and the broader sector.

Key Accountabilities

- Assisting in the consolidation of financial information at a whole of government level for inclusion in financial reports of the State, including detailed review and variance analysis of agency-based data, emerging issues and complex transactions impacting the accounts; and contribution to the development of the final Report on State Finances.
- Understanding accounting standards, policies and guidelines as they apply to agencies and Total State finances.
- Assist with agency data submissions and agency enquiries.
- Contribute to the preparation of Budget papers as necessary.
- Support in the deliver of strategy or adhoc projects as required across the Group.
- Establishing sound relationships with agency and Treasury contacts for the cooperative monitoring of performance and the implementation of change.

Key Challenges

- Adding value to the financial reporting of agencies and Government businesses and building good working relationships with key stakeholders.
- Balancing interrelationships between competing aspects of financial management and effective service delivery.
- Dealing with complexity, uncertainty and imperfect information.
- Identifying and assessing the significance of key issues and understanding that decisions and recommendations concerning these have far reaching consequences and implications.

Role Dimensions

Decision making

Have a strong understanding of materiality and the flow on impacts of financial transactions at a whole of government level.

Reporting line

This role reports to the Associate Director of TSFR (Team Leader).

Direct reports

None

Essential Requirements

- CA/CPA Qualified with experience from the Big Four Accounting firms or the Audit Office of NSW preferred, but not essential.
- Strong technical accounting skills (i.e. AASB technical experience).
- Advanced excel skills.
- Accounting and financial systems expertise.

Key Relationships / Stakeholders

Who	Why
Executive	
Treasurer	<ul style="list-style-type: none"> ▪ Timely provision of accurate, high quality and timely financial information (including core outputs) ▪ Accountability, transparency and data integrity
Secretary / Associate Secretary / Deputy Secretary	<ul style="list-style-type: none"> ▪ Manage core deliverables efficiently and effectively ▪ High level of honesty and professionalism
Internal	
Director and Executive Director	<ul style="list-style-type: none"> ▪ Work together effectively and proactively as a team to achieve common goals ▪ Escalate issues, keep informed, provide advice and receive instructions
Financial Reporting Staff	Foster effective working relationships
Treasury Colleagues	Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation and engagement
External	
Key external stakeholders, including senior agency contacts, professional organisations, the ABS, and workforce representatives.	Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/nsw-public-sector-capability-framework>

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets>

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	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
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
Business Enablers Finance	Intermediate	<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 • Make decisions and prepare business cases paying due regard to financial considerations