

# Role Description

## Finance Manager

Role Description Fields	Details
Cluster	Education
Department/Agency	Department of Education
Division/Branch/Unit	Operations Group/Finance SBP
Role number	277109
Classification/Grade/Band	Clerk 11/12
Senior executive work level standards	Not Applicable
ANZSCO Code	221111
PCAT Code	3223792
Date of Approval	01 November 2024
Agency Website	<a href="http://www.education.nsw.gov.au">www.education.nsw.gov.au</a>

### Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

### Primary purpose of the role

The role provides finance partnering to the Divisional Executive and leads the delivery of a range of financial advice and support. Access to specialist financial expertise enables managers to make informed decisions and continually improve business performance aligned to the Department's strategic direction. The role is primarily responsible for providing financial information, tools, analysis and insight to support members of the Department's Executive to make more informed decisions and to drive business strategy. The role collaborates with experts across the finance organisation to develop advice which results in effectively aligning financial management strategies and organisational objectives.

### Key accountabilities

- Provide high level strategic and tactical advice and support to the Divisional Executives to ensure their operations meet required standards of probity, equity and best practice in public administration and support the achievement of the Department and Government objectives.
- Develop bottom up/zero based budgets (recurrent and capital) for the assigned divisions, working closely with the business executives to ensure that the budgets reflect the division's business plans and remain within the budget allocation.

- Identify business needs for assistance with annual planning, budget preparation, forecasts and regular progress reporting and ensure appropriate support is provided.
- Support development and application of high level financial management acumen and capability through building positive and strong relationships with corporate office executive and senior management teams, coaching and tailoring advice and support to meet business needs.
- Ensure dissemination, explanation and analysis of quality, timely and accurate financial management information to support management decision making.
- Identify and report pressures in divisional budgets and work with the divisions to consider mitigating actions to reduce the impact.
- Facilitate the link between central finance specialist teams and Divisions by coordinating appropriate access to support and ensuring effective communication on business issues and central finance policies and requirements.
- Provide financial advice and input to the development of divisional initiatives, including providing assistance with costing, and through the consideration of funding sources available both within and outside the division.

## Key challenges

- Build the confidence and support of stakeholders, clients, and peers to manage diverse and frequently urgent and competing business requests and demand deadlines.
- Developing a sound understanding of the complex environment in which the Division operates, analyse critical issues and provide appropriate data and advice to assist in developing clear direction.
- Improving the level of budget/forecast and risk management understanding

## Key relationships

### Internal

Who	Why
Deputy Secretary and Executive Directors	<ul style="list-style-type: none"> <li>• Build and sustain effective working partnerships and facilitate their optimal engagement</li> <li>• Provide expert advice</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Inspires, motivates and mentors team members and colleagues to achieve goals</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Provides regular status reports</li> <li>• Consults regarding the management of sensitive, high-risk or business-critical matters</li> <li>• Receives ongoing performance feedback, coaching and development</li> </ul>
Managers and other Divisional members	<ul style="list-style-type: none"> <li>• Develops and maintains effective working relationships and open channels of communication to consult, liaise and negotiate in achievement of mutually beneficial unit outcomes</li> <li>• Collaborate to share knowledge and develop consistent finance business partnering process, procedures and communications across Finance</li> </ul>

### External

Who	Why
Industry professionals/Consultants	<ul style="list-style-type: none"> <li>• Maintains specialist knowledge, seeks advice and collaborates on the implementation of organisation strategies to keep abreast of best practice</li> </ul>

## Role dimensions

### Decision making

The role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business critical, the role consults with the supervisor to agree on a suitable course of action.

### Reporting line

This role reports to the Director, Financial Analysis and Partnership.

### Direct reports

Refer to current organisational charts

### Budget/Expenditure

The roles budget and financial delegation in accordance with Department policy.

## Key knowledge and experience

- Knowledge of and commitment to implementing the department's [Aboriginal Education Policy](#) and upholding the department's [Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

## Essential requirements

- Relevant tertiary qualifications in accounting or in a related discipline and eligibility for membership to a recognised professional accounting body.
- Demonstrated understanding of and commitment to the value of public education.

## 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

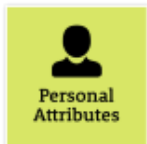
## Focus capabilities

*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
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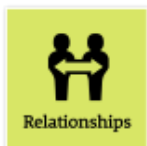


### Display Resilience and Courage

Be open and honest, prepared to express your views, and willing to accept and commit to change

- Remain composed and calm and act constructively in highly pressured and unpredictable environments
- Give frank, honest advice in response to strong contrary views
- Accept criticism of own ideas and respond in a thoughtful and considered way
- Welcome new challenges and persist in raising and working through novel and difficult issues
- Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues

Advanced

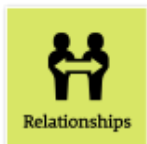


### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced



### Work Collaboratively

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced

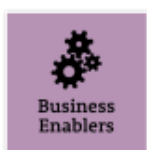


### Demonstrate Accountability

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

- Assess work outcomes and identify and share learnings to inform future actions
- Ensure that own actions and those of 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 own and others' health and safety
- Conduct and report on quality control audits
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks

Adept

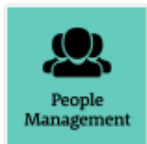


### Finance

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




### Optimise Business Outcomes

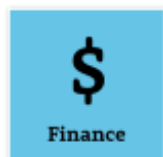
Manage people and resources effectively to achieve public value

- Engage in strategic and operational workforce planning that effectively uses organisational resources to achieve business goals
- Resolve any barriers to recruiting and retaining people of diverse cultures, backgrounds and experiences
- Encourage team members to take calculated risks to support innovation and improvement
- Align systems and processes to encourage improved performance and outcomes

Advanced

## Occupational Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Financial Strategy, Governance and Risk Management</b> Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions	<ul style="list-style-type: none"><li>• Advise business management on the most appropriate finance sourcing strategies to meet strategic organisational goals</li><li>• Design evaluation protocols, benchmarking standards and key measures to monitor the performance of specific programs and selected financial strategies</li><li>• Design and implement governance frameworks and financial management structures and systems, understanding the requirements of diverse organisations</li><li>• Implement financial policies and effective financial control mechanisms, and ensure that these are clearly understood by finance staff across the organisation</li><li>• Test the validity and value of financial policies, implementing changes which deliver the most effective outcomes for stakeholders</li><li>• Design and implement the organisation's financial planning process</li></ul>	Level 4

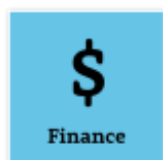


### Management Accounting

Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections

- 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

Level 4



### Finance Business Partnering

Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives

- Identify or broker the most appropriate funding solutions or services to respond to and support new or ongoing business initiatives
- Partner with senior management to determine the underlying financial strength of the organisation and to decide how to remedy deficiencies and mitigate financial risks
- Consult and advise business leaders around the achievement of the best return on investment for programs and initiatives, to deliver on business needs and objectives
- Reinforce a high level of understanding and appreciation of the successful alignment of business practices with government financial management requirements and the need for early intervention when corrective actions are needed
- Apply thorough understanding of government financial management legislation and regulation and Treasury accounting policies
- Collaborate with business managers ensuring that appropriate expert financial advice and guidance add value to decision making or responses to issues or events
- Implement appropriate professional networking within and outside of the sector to benchmark practices and solutions which improve business performance







Level 4

## 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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	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	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	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	Adept
	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept