

# Role Description

## Senior Finance Business Partner



Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Crown Solicitor's Office
Division/Branch/Unit	Corporate Services Division/Finance Support Services
Role number	TBA
Classification/Grade/Band	Clerk Grade 11/12
Senior executive work level standards	Not Applicable
ANZSCO Code	261111
PCAT Code	1119192
Date of Approval	11 February 2021
Agency Website	<a href="http://www.cso.nsw.gov.au">www.cso.nsw.gov.au</a>

### Agency overview

The Crown Solicitor's Office (CSO) is the largest provider of legal services to the NSW Government and its agencies, and the sole provider of legal services in all matters which are regarded as being core to Government functions. The CSO exists to be the NSW Government's most trusted legal advisors. The core aims of the CSO are to deliver high-quality, cost-effective legal services, provide exceptional customer service to the NSW Government and its agencies and foster a culture of continuous improvement in the way we work. The CSO, headed by the Crown Solicitor, is a Public Service Executive agency related to the Department of Communities and Justice under the Government Sector Employment Act 2013. For more information, go to [www.cso.nsw.gov.au](http://www.cso.nsw.gov.au).

### Primary purpose of the role

The Senior Finance Business Partner will manage a team in delivering its assigned accountability within CSOs overall budgeting and financial reporting processes and enable CSO to achieve budget performance and compliance with policies, statutory requirements and external regulators. The Senior Finance Business Partner will partner with the Executive Leadership Team by providing business insight and being responsible for management accounting functions. While reporting to Finance, this role is wholly dedicated to supporting the business.

### Key accountabilities

- Develop partnerships with CSO leaders and provide appropriate financial management advice and guidance to add value to decision making and achieve target business performance outcomes.
- Develop and implement financial modelling and analysis to understand performance and support leaders to meet financial targets.
- Run the annual budget and periodic forecast process.
- Oversee the coordination and management of CSO Budget Papers for NSW Treasury, ERC reports, and associated supporting briefs.
- Ensure management reporting and advice is accurate, reliable and high quality to support effective decision making.

- Liaise with key stakeholders to provide expert and influential advice on key issues and relevant financial matters to inform decision making, mitigate risk, and enable achievement of efficiency, savings targets and strategic outcomes.
- Provide high level expert advice to the Finance Director and liaise with key stakeholders on relevant financial matters to inform decision making, mitigate risk, and enable achievement of efficiency, savings targets and strategic outcomes.
- Drive a culture of continuous improvement and stakeholder service in the Finance team.

## Key challenges

- Maintaining a detailed and current knowledge of management accounting and budgeting procedures and methodologies.
- Ensuring financial reporting and advice is accurate, reliable and high quality to support effective decision making.
- Maintaining a detailed and current knowledge of the Australian Accounting Standards, Treasury Directions and Circulars, the Public Finance and Audit and Government Sector Finance Acts and other relevant legislation and guidance.

## Key relationships

### Internal

Who	Why
Practice Group Leader	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, provide/seek advice and receive instructions</li> </ul>
Legal support staff	<ul style="list-style-type: none"> <li>• Provide instructions and guidance</li> </ul>
Legal staff	<ul style="list-style-type: none"> <li>• Provide/seek information on administrative and legal matter-related issues</li> </ul>
HR	<ul style="list-style-type: none"> <li>• Provide/seek information and advice</li> </ul>
Other Legal Support Managers	<ul style="list-style-type: none"> <li>• Share information</li> </ul>
Other corporate units	<ul style="list-style-type: none"> <li>• Provide/seek information</li> </ul>
All staff	<ul style="list-style-type: none"> <li>• Provide information</li> </ul>

### External

Who	Why
Client representatives	<ul style="list-style-type: none"> <li>• Receive and provide information</li> </ul>
Legal professionals	<ul style="list-style-type: none"> <li>• Receive and provide information</li> </ul>

## Role dimensions

### Decision making

The role:

Sets own priorities and those of any staff/project staff supervised.

Maintains independence to develop a suitable approach in managing a unit/team, allocating resources, determining the conceptual framework towards projects and development of strategic plans.

Has a high level of responsibility for determining appropriate unit/team actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of unit/team work.

Ensures that unit/team recommendations are based on sound evidence, but at times may be required to

use their judgment under pressure or in the absence of complete information or as the source of expert advice to internal stakeholders across the Department as well as externally to Ministerial level.

## Reporting line

Director Finance Support Services

## Direct reports

1 Direct

## Budget/Expenditure

Nil

## Essential requirements

- CA/CPA qualified with current professional membership
- Tertiary qualifications in Commerce or Finance or Economics and/or equivalent knowledge, skills and experience with demonstrated commitment to ongoing professional development.
- 5+ years experience in a commercial and/or professional services environment

## 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

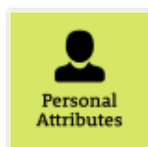
## Focus capabilities

*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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li><li>• Act professionally and support a culture of integrity</li><li>• Identify and explain ethical issues and set an example for others to follow</li><li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li></ul>	Adept

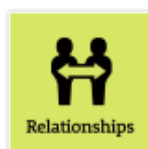


### **Value Diversity and Inclusion**

Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives

- Encourage and include diverse perspectives in the development of policies and strategies
- Take advantage of diverse views and perspectives to develop new approaches to delivering outcomes
- Build and monitor a workplace culture that enables diversity and fair and inclusive practices
- Implement practices and systems to ensure that individuals can participate to their fullest ability
- Recognise the value of individual differences to support broader organisational strategies
- Address non-inclusive behaviours, practices and attitudes within the organisation
- Champion the business benefits generated by workforce diversity and inclusive practices

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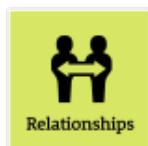


### **Commit to Customer Service**

Provide customer-focused services in line with public sector and organisational objectives

- Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience
- Ensure systems are in place to capture customer service insights to improve services
- Initiate and develop partnerships with customers to define and evaluate service performance outcomes
- Promote and manage alliances within the organisation and across the public, private and community sectors
- Liaise with senior stakeholders on key issues and provide expert and influential advice
- Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches
- Ensure that the organisation's systems, processes, policies and programs respond to customer needs

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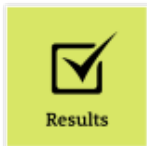


### **Work Collaboratively**

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

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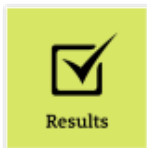


### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

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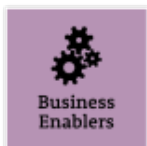


### Demonstrate Accountability

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

- Design and develop systems to establish and measure accountabilities
- Ensure accountabilities are exercised in line with government and business goals
- Exercise due diligence to ensure work health and safety risks are addressed
- Oversee quality assurance practices
- Model the highest standards of financial probity, demonstrating respect for public monies and other resources
- Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
- Incorporate sound risk management principles and strategies into business planning

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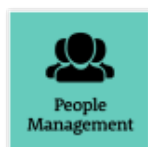


### Finance

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



## Manage and Develop People

Engage and motivate staff, and develop capability and potential in others







- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks







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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
 Results	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	Intermediate
	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
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept