

# Role Description

## Manager Financial Accounting



Cluster	Stronger Communities
Agency	Office of Sport
Division/Branch/Unit	Office of the Chief Executive / Finance Procurement and IMT
Role number	51000011
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	221111
PCAT Code	3443292
Date of Approval	12 February 2021
Agency Website	<a href="http://www.sport.nsw.gov.au">www.sport.nsw.gov.au</a>

### Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of sport and active recreation creating healthier people, connecting communities and making a stronger NSW, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

### Primary purpose of the role

The Manager, Financial Accounting role manages the financial accounting functions and processes of the Office of Sport.

### Key accountabilities

- Lead and direct the financial accounting team in managing systems and processes for the preparation of the financial statements.
- Manage and coordinate the production of financial statements and early close accounts for the Office of Sport together with those for Venues NSW, the State Sporting Venues Authority and the Combat Sports Authority.
- Liaise with the NSW Audit Office of NSW on audits of financial statements and resolve any associated issues.
- Manage the financial accounting team, providing direction and guidance, ensuring it fosters and maintains a strong customer service focus in all communication with internal and external clients.
- Provide expert professional advice on the interpretation and application of existing and new accounting standards and Treasury policies and directions to ensure they are fully understood by senior management and other staff of the Finance Branch.

- Manage the financial accounting processes required for month end close and the monthly reconciliation processes, ensuring the integrity and accuracy of the balance sheet accounts and other financial information posted to the general ledger.
- Manage the financial accounting processes required by the Office of Sport and its associated entities for the proper accounting for fixed assets and the provision of Personnel Services.
- Collaborate with the Manager, Systems and Operations and the Manager Treasury Management Accounting, to support the integrated delivery of financial reporting and the coordinated financial management of the Office of Sport's resources.

## Key challenges

- Gaining understanding of client business needs and requirements in order to effectively respond to issues where problems arise.
- Maintaining knowledge of information relating to Australian Accounting Standards, Treasury publications and Government Sector Employment legislation and applying changes to the legislative context of the various clients.
- Leading the Financial Accounting Team in managing legislative changes affecting Government agency structures and reporting requirements.

## Key relationships

Who	Why
<b>Internal</b>	
Director Finance, Procurement and IMT	<ul style="list-style-type: none"> <li>• Report on projects and seek strategic guidance as appropriate.</li> </ul>
Division/Entity Heads and senior management	<ul style="list-style-type: none"> <li>• Provide strategic advice</li> </ul>
Manager, Audit, Risk and Governance	<ul style="list-style-type: none"> <li>• Coordinate the responses to and actions arising from the audit recommendations</li> </ul>
Other Finance Managers	<ul style="list-style-type: none"> <li>• Coordinate financial policies, processes and information</li> </ul>
Department of Industry	<ul style="list-style-type: none"> <li>• Coordinate accounting policies and timing of submission of accounts</li> </ul>
Staff in Office of Sport	<ul style="list-style-type: none"> <li>• Work collaboratively and ensure alignment across the Division Provide advice and resolve issues.</li> </ul>
<b>External</b>	
NSW Audit Office	<ul style="list-style-type: none"> <li>• Ensure Office of Sport financial statements can be efficiently audited and audit recommendations are understood and acted upon.</li> </ul>
NSW Treasury	<ul style="list-style-type: none"> <li>• Ensure Office of Sport accounting frameworks and policies are consistent with the NSW Government requirements.</li> </ul>
Valuation professionals	<ul style="list-style-type: none"> <li>• Ensure fixed assets are valued in accordance with the accounting standards.</li> </ul>
Accounting professionals	<ul style="list-style-type: none"> <li>• Seek advice regarding any financial issues arising which cannot be resolved internally.</li> </ul>

## Role dimensions

### Decision making

The Manager, Financial Accounting has a substantial level of autonomy regarding decision making required to manage the financial accounting functions of the Office of Sport.

Decisions on matters outside the Manager, Financial Accounting's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Director, Finance, Procurement and IMT.

### Reporting line

Director, Finance, Procurement and IMT

### Direct reports

- Financial Accountant
- 2 x Accounting Officers

### Budget/Expenditure

Financial Delegation up to \$75,000

### Essential requirements

- Tertiary qualifications in finance, accounting or related field, and a member / eligible for membership of an Australian professional accounting body (e.g. CPA or CA).
- National Criminal Records Check

### 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>Personal Attributes</b>	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Remain composed and calm and act constructively in highly pressured and unpredictable environments</li> <li>• Give frank, honest advice in response to strong contrary views</li> <li>• Accept criticism of own ideas and respond in a thoughtful and considered way</li> <li>• Welcome new challenges and persist in raising and working through novel and difficult issues</li> <li>• Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues</li> </ul>	Advanced
 <b>Relationships</b>	<b>Influence and Negotiate</b> Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> <li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li> <li>• Work towards mutually beneficial 'win-win' outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts and differences</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Anticipate and minimise conflict within the organisation and with external stakeholders</li> </ul>	Advanced
 <b>Results</b>	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements</li> <li>• Implement systems and processes that are underpinned by high-quality research and analysis</li> <li>• Look for opportunities to design innovative solutions to meet user needs and service demands</li> </ul>	Advanced






		<ul style="list-style-type: none"> <li>Evaluate the performance and effectiveness of services, policies and programs against clear criteria</li> </ul>	
 <p>Business Enablers</p>	<p><b>Finance</b></p> <p>Understand and apply financial processes to achieve value for money and minimise financial risk</p>	<ul style="list-style-type: none"> <li>Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>Assess relative cost benefits of various purchasing options</li> <li>Promote the role of sound financial management and its impact on organisational effectiveness</li> <li>Obtain specialist financial advice when reviewing and evaluating finance systems and processes</li> <li>Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner</li> </ul>	Advanced
 <p>People Management</p>	<p><b>Manage and Develop People</b></p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> <li>Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes</li> <li>Adjust performance development processes to meet the diverse abilities and needs of individuals and teams</li> <li>Develop work plans that consider capability, strengths and opportunities for development</li> <li>Be aware of the influences of bias when managing team members</li> <li>Seek feedback on own management capabilities and develop strategies to address any gaps</li> <li>Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> <li>Monitor and report on team performance in line with established performance development frameworks</li> </ul>	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.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	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	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 <b>Relationships</b>	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 <b>Results</b>	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	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 <b>Business Enablers</b>	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	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
 <b>People Management</b>	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept