

# Role Description

## Principal Finance Officer



Education

Cluster	Education
Department	Department of Education
Division/Branch/Unit	Corporate Services/ Finance/ Various
Location	Parramatta
Classification/Grade/Band	Clerk Grade 9/10
Role Number	217312, 211202
ANZSCO Code	221112
PCAT Code	3 1 1 33 92
Date of Approval	November 2019
Agency Website	<a href="http://www.education.nsw.gov.au">www.education.nsw.gov.au</a>

### Agency overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

The Department is one of the largest organisations and employers in Australia, and manages an annual budget that accounts for approximately one quarter of the State's total budget. Visit the Department's website above for more information.

### Primary purpose of the role

The role is primarily responsible for coordinating the daily operations and providing expert advice and guidance on the financial management of major programs administered by Finance. While the scope of work is defined by the operational priorities of the assigned business unit, the role is responsible for supporting a team, a project or a program to deliver accurate, reliable and focused results that meet stakeholder expectations and the Directorate's service delivery standards. The role supports senior managers in the implementation of innovative solutions to achieve continuous improvements in financial programs, processes and service delivery.

### Key accountabilities

- Develop and provide accounting advice based on Australian Accounting Standards, NSW Treasury finance policies and circulars. This includes research to making recommendations to the Chief Financial Officer and the Directorate's key stakeholders regarding proposed changes to accounting standards, analysing the relevance and impact on the Department's current finance policies, and coordinating the implementation of agreed policy revisions across the Department.
- Lead and direct staff, projects or programs to achieve operational outcomes within the assigned business unit by working closely with other Finance teams and Centres of Excellence. This includes supporting the Manager in undertaking performance management and review of staff within the unit.
- Support the formation of business partnerships within Finance Directorate, the broader Department and external stakeholders to optimise the effective implementation of financial management strategies and reforms. When collaborating with other teams, the role ensures all parties are fully briefed on proposed business tasks and practices, timelines and expected outcomes.

- Analyse information from a variety of sources to develop and provide accurate financial advice, performance reports and information to staff, clients, senior management and external agencies.
- Champion the use of new and/or updated financial management strategies, technology, systems, and business methods to deliver efficient and effective service in accordance with Department policy and the Directorate's business practices and protocols. This includes fostering sustainable customer relationships, and working collaboratively with colleagues in Finance and other areas of the Department to gain support for the implementation of finance-related business reforms and to increase staff commitment to service delivery excellence.
- Interpret and apply government accounting procedures and policies relevant to the operations of the assigned business unit including the Treasurer's Directions and Public Finance and Audit Act.
- Instigate recommendations and advice for the review and improvement of financial management functions and processes, and liaise with policy, process and systems experts on related issues. The role includes the review, analysis and monitoring of systems and databases to ensure the integrity of the data held in the system and/or acting as a point of contact for the resolution of issues and enquiries.
- Provide regular updates to the Manager regarding progress and achievement of the role's agreed business and reporting targets. Management needs to be alerted to potential or emerging business-critical matters that could adversely impact program/policy implementation and/or service delivery. The role identifies and assesses risk, and proposes and evaluates risk mitigation strategies.

## Key challenges

- Developing and maintaining close working relationships with stakeholders to meet and manage their expectations while providing high levels of service in financial accounting or systems.
- Leading and developing staff in a multi-disciplinary team to provide timely advice to stakeholders on accounting policy, financial legislation and other finance business policies and processes.
- Managing change including adapting processes and resource allocation in a transitional workplace to support new customers and changing priorities.

## Key relationships

Who	Why
<b>Internal</b>	
Customers and stakeholders	<ul style="list-style-type: none"> <li>• Delivers high quality customer service to a range of stakeholders and customers.</li> <li>• Communicates specialist advice and provides guidance on operational and/or complex matters requiring technical knowledge and/or implementation expertise.</li> <li>• Supports the development and implementation of policies, programs and systems that reflect sector-wide and/or Departmental initiatives and priorities.</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Supports, encourages and mentors team members and colleagues to achieve team goals.</li> <li>• Provides performance feedback to direct reports.</li> <li>• Interprets and applies NSW Public Sector accounting and DoE corporate finance procedures and policies.</li> <li>• Provides a conduit across teams in Finance to ensure the consistent provision of advice and service.</li> </ul>

Who	Why
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 performance feedback.</li> </ul>
<b>External</b>	
Learning Networks/Communities of Practice	<ul style="list-style-type: none"> <li>Actively participates in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date and to maintain specialist/technical knowledge.</li> </ul>

## Role dimensions

### Decision making

This 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 or manager to agree on a suitable course of action.

### Reporting line

Refer to the relevant business unit organisational chart.

### Direct reports

Refer to the relevant business unit organisational chart.

### Budget/Expenditure

The role has a financial delegation of \$50,000.

## Essential requirements

- Relevant tertiary qualifications in Accounting or in a related discipline and eligibility for membership to a recognised professional accounting body and/or equivalent relevant workplace experience.
- Knowledge of and commitment to the Department's Aboriginal Education policies.






## 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](http://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	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	<b>Finance</b>	<b>Advanced</b>
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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
<b>Personal attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation.</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats.</li> </ul>
<b>Relationships</b> Commit to customer service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community.</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Evaluate achievements and adjust future plans accordingly.</li> <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</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 systems, process and business improvements</li> <li>Implement systems and processes that underpin high quality research and analysis.</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Take responsibility and be accountable for own actions</li> <li>Understand delegations and act within authority levels</li> <li>Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Finance	Advanced	<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 direct provision or purchase of services</li> <li>Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>Respond to financial and risk management audit outcomes, addressing areas of non-compliance.</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>Negotiate clear performance standards and monitor progress</li> <li>Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>Provide regular constructive feedback to build on strengths and achieve results</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 performance of team in line with established performance development frameworks</li> </ul>