

FINANCIAL REPORTING ANALYST

| | | | |
|---------------------------|--|-----------|-----|
| GROUP | Financial Control and Treasury | | |
| TEAM | Financial Control | | |
| LOCATION | Ultimo | | |
| CLASSIFICATION/GRADE/BAND | TWL 6 | | |
| POSITION NO. | TBA | | |
| ANZSCO CODE | TBA | PCAT CODE | TBA |
| TAFE Website | www.tafensw.edu.au | | |

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Financial Reporting Analyst is responsible for supporting Financial Control and Treasury Group in all respects, including the accounting, measurement, and statutory and internal reporting. The Financial Reporting Analyst will be involved with transactional accounting, analysis and monitoring controls across the finance function of TAFE NSW.

3. KEY ACCOUNTABILITIES

1. Support the Financial Control and Treasury Group in all Finance functions as required.
2. Assist and support the Manager Financial Reporting Projects in compiling early-close and year-end audit information and necessary audit administrative requirements.
3. Undertake financial and operational data analysis; extracting, filtering and collating data from specified information sources that supports the collation of financial data and analysis provided to stakeholders.
4. Respond to financial inquiries by gathering, analysing, summarising and interpreting data to ensure that the matters raised are handled in a timely manner.
5. Develop appropriate monitoring documentation and maintain the internal control environment to ensure existing accounting policies are consistent, remain relevant and comply with current accounting standards, work processes and controls.
6. Contribute to the identification of opportunities to continuously improve processes and procedures to enhance the effectiveness of the financial control function.
7. Assist in preparation and ongoing development of reports required to submit to NSW Treasury or any other governmental agency/external stakeholder.
8. Identify and account for transactions in the TAFE NSW SAP environment to analyse and prepare financial statement notes compliant with statutory, regulatory and agency requirements, ensuring production within communicated time frames and compliance with all other applicable accounting standards.
9. Ensure financial data integrity by meeting agreed procedures, maintaining files with accuracy and an eye for discrepancies in financial/accounting data which require resolution.
10. Maintain knowledge of current legislation, policy and related issues coupled with quality customer service to effectively respond to customer and stakeholder enquiries, requests for advice, preparation of finance related documentation, reports and correspondence.
11. Analysis of program and/or project requests and prioritise and de-prioritise efforts based on alignment to overall financial objectives as determined by the Manager Financial Reporting Projects.
12. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
13. Place the customer at the centre of all decision making.
14. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Balancing competing demands to meet project deadlines; and learning and adapting quickly to different work environments, working styles and work assignments.
- Providing effective support and assistance across a varied range of finance activities in an organisation in transition.
- Providing a consistent, high standard level of customer service to a wide range of finance and non-finance stakeholders such as the Shared Services team.

5. KEY RELATIONSHIPS

| WHO | WHY |
|---|--|
| Internal | |
| Manager Financial Reporting Projects | <ul style="list-style-type: none"> Escalate issues, keep informed, provide advice, receive instructions and provide regular feedback. |
| Management and staff in other Finance functions | <ul style="list-style-type: none"> Liaise on accounting and related financial management issues. |
| Management and staff across TAFE NSW | <ul style="list-style-type: none"> Liaise on accounting and related financial management issues. |
| External | |
| External agencies | <ul style="list-style-type: none"> Liaise on current and future developments and initiatives affecting the operation of TAFE NSW |
| Audit Office of NSW | <ul style="list-style-type: none"> Provide information and assistance with responses and reporting. |

6. POSITION DIMENSIONS

Reporting Line: Manager Financial Reporting Projects

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: Nil

Budget/Expenditure: Nil

7. ESSENTIAL REQUIREMENTS

1. Diploma, Advanced Diploma or Associate Degree in a relevant discipline or equivalent skills, knowledge and experience.
2. Applied knowledge of Australian Accounting Standards, Government Sector Finance Act 2018, Treasurer's Directions and Circulars and other government regulations, policies and procedures.
3. Ability to address and meet focus capabilities as stated in this Position Description.

8. CAPABILITIES





NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

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Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

| CAPABILITY GROUP | NAME | LEVEL |
|--|-------------------------------------|---------------------|
|  Personal Attributes | Display Resilience and Courage | Intermediate |
| | Act with Integrity | Adept |
| | Manage Self | Intermediate |
| | Value Diversity and Inclusion | Foundational |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Foundational |
|  Results | Deliver Results | Adept |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Foundational |
|  Business Enablers | Finance | Adept |
| | Technology | Intermediate |
| | Procurement and Contract Management | Foundational |
| | Project Management | Intermediate |

FOCUS CAPABILITIES

The focus capabilities for the Financial Reporting Analyst 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

| NSW Public Sector Capability Framework | | |
|--|-------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes | | |
| Act with Integrity | Adept | <ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so. Demonstrate professionalism to support a culture of integrity within the team/unit. Set an example for others to follow and identify and explain ethical issues. Ensure that others understand the legislation and policy framework within which they operate. Act to prevent and report misconduct, illegal and inappropriate behaviour. |
| Relationships | | |
| Communicate Effectively | Adept | <ul style="list-style-type: none"> Tailor communication to the audience. Clearly explain complex concepts and arguments to individuals and groups. Monitor own and others' non-verbal cues and adapt where necessary. Create opportunities for others to be heard. Actively listen to others and clarify own understanding. Write fluently in a range of styles and formats. |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|--|
| 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. |
| Results Think and Solve Problems | Intermediate | <ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence. • Identify issues that may hinder completion of tasks and find appropriate solutions. • Be willing to seek out input from others and share own ideas to achieve best outcomes. • Identify ways to improve systems or processes which are used by the team/unit. |
| Business Enablers Finance | Adept | <ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures • Understand the impacts of funding allocations on business planning and budgets • Identify discrepancies or variances in financial and budget reports, and take corrective action • Know when to seek specialist advice and support and establish the relevant relationships • Make decisions and prepare business cases, paying due regard to financial considerations |