

Role Description

Lead, Financial Reporting

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/Procurement and Finance
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
Role Number	BE167
ANZSCO Code	224113
PCAT Code	1223331
Date of Approval	
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Coordinating the daily operations and providing expert advice and support of high quality asset management and related financial systems. The role supports senior managers in the implementation of innovative solutions to achieve continuous improvements in SINSW related financial programs, processes and service delivery.

Key accountabilities

- Develop and provide expert advice on SINSW financial systems to ensure integrity and compliance with internal and external requirements, other statutory and legislative obligations and relevance to the business needs of department stakeholders and customers.
- Lead and direct staff, projects or programs to achieve operational outcomes by working closely with other finance teams and support the manager in undertaking performance management and review of staff within the team.
- Support and assist in the formation of business partnerships across SINSW, the broader department and external stakeholders to optimise the effective implementation of financial strategies and reforms.

- 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 corporate financial management strategies, technology, systems, and business methods to deliver efficient and effective service in accordance with department policy and SINSW's business practices and protocols.
- Interpret and apply government accounting procedures and policies relevant to the operations of the business unit.
- Instigate recommendations and advice for the review and improvement of SINSW and corporate financial management functions and processes, and liaise with policy, process and systems experts on related issues.
- Provide regular updates to the manager regarding progress and achievement of the role's agreed business and reporting targets. Alert management to potential or emerging business-critical matters that could adversely impact program/policy implementation and/or service delivery, identify and assess risk, and propose and evaluate risk mitigation strategies.

Key challenges

- Working collaboratively with colleagues to meet and manage stakeholder expectations while providing high levels of service in financial management, accounting and systems.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provides regular status reports. • Consults regarding the management of sensitive, high-risk or business-critical matters. • Receives performance feedback.
Work Team	<ul style="list-style-type: none"> • Supports, encourages and mentors team members and colleagues to achieve team goals. • Provides performance feedback to direct reports. Interprets and applies NSW Public Sector accounting and Department of Education corporate finance procedures and policies. • Provides a conduit across finance teams in SINSW to ensure the consistent provision of advice and service.
Reporting Staff	<ul style="list-style-type: none"> • Lead, direct and manage performance. • Encourage collaboration of ideas and cohesive working to develop and deliver efficient and effective service delivery and advice in the achievement of objectives.
School principals and other staff within the department	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication as required to facilitate liaison, consultation and engagement.
School Infrastructure NSW	<ul style="list-style-type: none"> • Maintain strong working relationships within the SINSW division.

Who	Why
External	
Learning networks/communities of practice	<ul style="list-style-type: none"> Actively participates in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date and to maintain specialist/technical knowledge.
NSW Treasury	<ul style="list-style-type: none"> Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement for the development of the annual capital budget, variations to project/program budgets and capital and recurrent parameter technical adjustments

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 or manager to agree on a suitable course of action.

Reporting line

Manager, Finance

Direct reports

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Budget/Expenditure

Budget – Nil

Financial delegation of up to \$50,000

Essential requirements

- Relevant tertiary qualifications in accounting or related discipline and/or equivalent 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


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
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Finance Professionals Capability Set

Capability Group	Capability Name	Level
 Finance	Financial Strategy, Governance and Risk Management	Level 2
	Financial Accounting and Statutory Reporting	Level 2
	Management Accounting	Level 2
	Audit and Assurance	not applicable
	Taxation	not applicable
	Finance Operations and Systems	Level 2
	Finance Business Partnering	Level 1

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
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
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.
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 Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work. Initiate, prioritise, consult on and develop team/unit goals, strategies and plans. Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses. Ensure current work plans and activities support and are consistent with organisational change initiatives. Evaluate achievements and adjust future plans accordingly.
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> • 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 direct provision or purchase of services. • Understand and promote the role of sound financial management and its impact on organisational effectiveness. • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement. • Respond to financial and risk management audit outcomes, addressing areas of non-compliance.
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes. • Negotiate clear performance standards and monitor progress. • Develop team/unit plans that take into account team capability, strengths and opportunities for development. • Provide regular constructive feedback to build on strengths and achieve results. • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way. • Monitor and report on performance of team in line with established performance development frameworks.