

Role Description

Finance Officer



Education

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|---------------------------|--|
| Cluster | Education |
| Agency | Department of Education |
| Division/Branch/Unit | Corporate Services/ Finance/ Various |
| Location | Parramatta |
| Classification/Grade/Band | Clerk Grade 5/6 |
| Role Number | 192479 |
| ANZSCO Code | 551111 |
| PCAT Code | 122333 |
| Date of Approval | November 2019 |
| Agency Website | www.education.nsw.gov.au |

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 position assists the Manager on financial accounting, planning, reporting, program information and other activities to support financial operations in assigned division/ directorates. The position assists in the implementation of financial policy, procedures and advice.

Key accountabilities

- Develop and maintain sound working relationships with clients and stakeholders.
- Provide operational support to the Manager on school financial services, as required.
- Provide financial accounting support services to clients and assigned divisions/ directorates.
- Support the completion of activities to ensure accuracy of all financial information.
- Engage with and contribute to the development of business plans and implementation strategies that enhance the provision of specialist advice and quality service delivery across the Directorate.
- Actively participate in planning meetings/working parties and contribute ideas consistent with business objectives.

- Provide regular updates to the supervisor regarding progress and achievement of the role's agreed business targets.
- Alert stakeholders for potential or emerging business-critical matters that could adversely impact program/ policy implementation and/or service delivery by assessing and evaluating risks, and proposing risk mitigation strategies.

Key challenges

- Assist senior staff in achieving continuous improvement of financial services across the Department
- Being aware of the changes affecting the financial activities of government schools and being able to provide them clear advice and services
- Participate in the delivery of a high quality financial service to clients in divisions/ directorates in a changing organisational operating structure

Key relationships

| Who | Why |
|-----------------------|--|
| Internal | |
| Finance | <ul style="list-style-type: none"> • Work as part of a collaborative team to deliver a high quality financial service • Provide input to other areas of the Directorate. |
| External | |
| External Stakeholders | <ul style="list-style-type: none"> • Provide advice to team leaders on finance issues in schools |

Role dimensions

Decision making

This role acts independently in performing its core work functions in accordance with relevant policies, procedures and guidelines. In matters that are sensitive or complex the role consults with the supervisor or manager as required

Reporting line

Refer to the relevant business unit organisational chart.

Direct reports

Refer to the relevant business unit organisational chart.

Budget/Expenditure

Nil

Essential requirements

Hold a valid clearance to work with Children (Working with Children Check)





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


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 | Foundational |
| | Act with Integrity | Intermediate |
| | Manage Self | Intermediate |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  Results | Deliver Results | Foundational |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Intermediate |
|  Business Enablers | Finance | Intermediate |
| | Technology | Adept |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Foundational |

Finance Professionals Capability Set

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

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 | Intermediate | <ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult |
| 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 |
| Relationships Commit to Customer Service | Intermediate | <ul style="list-style-type: none"> Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers |
| Results Plan and Prioritise | Intermediate | <ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|--|
| | | <ul style="list-style-type: none"> Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments |
| Business Enablers Finance | Intermediate | <ul style="list-style-type: none"> Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending Take account of financial and budget implications, including value for money in planning decisions Present basic financial information to a target audience in an appropriate format Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them Display an awareness of financial risk and exposure and solutions to address these |
| Business Enablers Technology | Adept | <ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation |

Finance Professionals Capability Set

| Group and Capability | Level | Behavioural Indicators |
|--|---------|--|
| Finance Financial Accounting and Statutory Reporting | Level 2 | <ul style="list-style-type: none"> Interpret relevance of legislation* (e.g. PF&A Act), accounting policy and guidelines applicable to own responsibilities NOTE: * PF&A Act refers to Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2010 Define data validation and verification standards to be applied to preparation and approval of reconciliations Implement accepted compliance requirements and prepare necessary financial statements, information and schedules required by regulatory agencies |

Finance Professionals Capability Set

| Group and Capability | Level | Behavioural Indicators |
|----------------------------------|---------|---|
| Finance Management Accounting | Level 2 | <ul style="list-style-type: none"> • Prepare and explain standard financial statements, variance reports, treasury and other specialised reports accurately and efficiently • Provide financial accounting advice to support the accuracy of data upon which management decision making depends |
| | | <ul style="list-style-type: none"> • Recognise and interpret different financial planning and budgeting techniques and their application within the organisation • Identify and verify relevant available financial and non-financial data, both past and projected • Capture and monitor budget data - reviewing, identifying, analysing and interrogating variances • Assist budget managers in determining month end accruals and prepayments between successive financial periods • Develop costing models to support activity based funding requirements and to support program evaluation • Regularly advise and provide technical management accounting support for internal clients |