

PROJECT ACCOUNTANT

BRANCH/UNIT	Shared Services/ Finance		
TEAM	Finance Business Partnering Corporate		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 9		
POSITION NO.	TBA		
ANZSCO CODE	221112	PCAT CODE	1223537
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 Project Accountant is responsible for overseeing the financial aspects of TAFE NSW capital and operating expenditure projects by providing financial support, guidance and information to project managers and other relevant stakeholders, monitoring the project performance against budget and forecasts, delivering consolidated projects forecast, supporting project budget submissions, and producing regular project reporting. The scope of the Project Accounting function spans from project design, through delivery and into final asset capitalisation.

3. KEY ACCOUNTABILITIES

1. Provide expert financial related advice and support to the development, governance, structuring and delivery of complex capital and operational projects and programs within a context of compliance and risk minimisation.
2. Contribute to the design, development, and implementation of project accounting framework for the TAFE NSW Capital and Operating projects inclusive of project accounting, financial progress reporting, contingency management, cash forecasting and project viability measures.
3. Develop strong stakeholder relations by providing support to business owners through the translation of insights and recommendations, financial information, and project accounting services and activities.
4. Maintain accuracy of project costs in the ledger, and provide timely and accurate project reporting to the relevant stakeholders and consolidated Program reporting to the TAFE NSW leadership team.
5. Provide insightful commentary and analysis on project and program financial performance against budget, forecasting, dashboards, and key performance indicators to assist project and business key internal and external stakeholders make informed decisions.
6. Support the consolidation and submission of the annual TAFE NSW Capital Expenditure Budget, working with the Management Accounting and Finance, Strategy and Optimisation Team to ensure all the internal and external informational requirements are met.
7. Deliver robust program and project costings and forecasting, to assist TAFE NSW managers in project planning and timely availability of resources within budget constraints.
8. Work with the Finance, Strategy and Optimisation and Management Accounting Teams to proactively support relevant business owners in annual program and project planning, budget preparation, forecasting and progress reporting activities.
9. Contribute to ongoing development of TAFE NSW project accounting policies and procedures and support the development of high-level financial/project accounting acumen, accountability and capability through building positive and strong relationships with business stakeholders, coaching, and tailoring advice to support TAFE NSW business needs.
10. 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.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop meaningful performance development and review plans.

4. KEY CHALLENGES

- Managing the delivery of business-as-usual project accounting support in a legacy environment, whilst a new governance and reporting framework for capital and operational projects is being introduced.
- Partnering with diverse stakeholders with varying degrees of financial acumen to communicate and educate in a meaningful way for their respective business while keeping the message clear and precise.
- Working with the data from various project systems and supporting groups with various project management practices and processes.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Senior Manager, Project Accounting	<ul style="list-style-type: none"> • Receive leadership, advice and support. • Provide advice and recommendations on strategic and operational matters, including project or program financial management and performance, budgets, forecasts and resource and risk management.
Finance Teams	<ul style="list-style-type: none"> • Advise and liaise on project and program governance, management and financial reporting requirements. • Provide high quality performance reporting and related analysis, advice and guidance. • Liaise on budgeting and forecasting processes for projects. • Ensure peers are fully informed on matters pertaining to their remit
TAFE NSW business managers/program/project managers	<ul style="list-style-type: none"> • Provide regular reporting, advice and recommendations on any capital expenditure and budget/forecast issues relating to Information Technology or Infrastructure programs / projects to ensure effective decision-making support. • Support cost recognition, budgeting and forecasting processes.
Other internal stakeholders and their staff	<ul style="list-style-type: none"> • Facilitate effective collaboration with all other TAFE NSW functions so that advice, services and support are comprehensively integrated. • Provide coaching, training, and technical expertise on financial/project accounting related matters.

6. POSITION DIMENSIONS

Reporting Line: Senior Manager, Project Accounting

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager

7. ESSENTIAL REQUIREMENTS

1. Relevant tertiary qualification (minimum degree in accounting or business discipline).
2. Significant experience in project and capital accounting in a large complex organisation, including applied knowledge of asset capitalisation requirements and capital expenditure budgeting and forecasting.
3. Strong stakeholder engagements skills, building trusted partnerships to optimise business outcomes.
4. Ability to address and meet focus capabilities as stated in the 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.

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	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept

Occupation Specific Capabilities / Finance

CAPABILITY GROUP	NAME	LEVEL
Finance Business Partnering	Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives	2

FOCUS CAPABILITIES

The focus capabilities for the Project Accountant 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. Act professionally and support a culture of integrity. Identify and explain ethical issues and set an example for others to follow. Ensure that others are aware of and understand the legislation and policy framework within which they operate. Act to prevent and report misconduct and illegal and inappropriate behaviour.
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to diverse audiences. Clearly explain complex concepts and arguments to individuals and groups. Create opportunities for others to be heard, listen attentively and encourage them to express their views. Share information across teams and units to enable informed decision making. Write fluently in plain English and in a range of styles and formats. Use contemporary communication channels to share information, engage and interact with diverse audiences.
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services. Design processes and policies based on the customer's point of view and needs. Understand and measure what is important to customers. Use data and information to monitor and improve customer service delivery. Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Maintain relationships with key customers in area of expertise. • Connect and collaborate with relevant customers within the community.
		<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration. • Build cooperation and overcome barriers to information sharing and communication across teams and units. • Share lessons learned across teams and units. • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work. • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services.
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. • Make sure staff understand expected goals and acknowledge staff success in achieving these. • Identify resource needs and ensure goals are achieved within set budgets and deadlines. • Use business data to evaluate outcomes and inform continuous improvement. • Identify priorities that need to change and ensure the allocation of resources meets new business needs. • Ensure that the financial implications of changed priorities are explicit and budgeted for.
		<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 various purchasing options. • Promote the role of sound financial management and its impact on organisational effectiveness. • Obtain specialist financial advice when reviewing and evaluating finance systems and processes. • Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner.
Business Enablers Finance	Advanced	