

## SENIOR FINANCE BUSINESS ANALYST - BUDGET

BRANCH/UNIT	Financial Planning and Analysis		
TEAM	Internal Budget and Planning		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	TWL9		
POSITION NO.	TBA		
ANZSCO CODE	221111	PCAT CODE	TBA
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

### 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 Senior Finance Business Analyst - Budget supports the TAFENSW internal budget and forecasting process and contributes high level complex analysis and advice, partnering with the business, to develop and implement models, tools and techniques which will deliver effective budget governance, internal budget planning and forecasting. The role is responsible for developing high quality, complex financial analysis and modelling and the provision of strategic advisory services to assist management decision making and provide a coordinated interface with other Finance teams.

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### 3. KEY ACCOUNTABILITIES

1. Research and assist in the design of governance and strategy for the TAFENSW internal budget and forecast in accordance with the direction set by Senior Management. Develop, implement and monitor the planning process and timetable for internal budget and forecast, working collaboratively across business units to ensure outcomes are achieved within the timeline.
2. Implement governance and controls for internal budget and forecasts processes, undertaking detailed design of agreed control processes and tracking dashboards that will provide process quality around systems, methodologies and techniques and are able to detect early warning alerts of missing operations or processes.
3. Develop financial modelling to allocate organisation targets to business units across TAFENSW, including controls and reconciliations, audit trail and to ensure accuracy and visibility of the allocated targets.
4. Build and maintain the budget issues register, tracking status and providing reporting on budget process progression, framing issues and choices so that Senior Management can engage with the budget process and make appropriate decisions.
5. Lead Budget Working Groups and drive the development of new and changed business processes required as a result of budget strategies.
6. Build well-developed budget guidelines, other key budget communications and artefacts relevant for all business units that support effective, consistent and broad understanding of the internal budget.
7. Contribute financial expertise and analysis to inform annual planning, budget presentations and forecasts including, developing quality presentations to support the approval, communication and distribution of budgets to stakeholders.
8. Perform complex analysis related to the TAFENSW budget including forecast modelling, that supports detailed planning for complex funding sources including reconciliations of internal planning to organisational targets, identifying gaps and opportunities for additional funding.
9. Conduct detailed reviews of the TAFENSW internal forecasting and planning processes, including consolidating and reconciling results to the budget targets, documentation of the phasing methodology and identifying any gaps for resolution.
10. Support the TAFE NSW process for the review of actual performance to financial plans and forecasts identifying key variances and collaborate with Senior Finance Business Partners to ensure gaps are addressed in the forecast process.
11. Collaborate with Finance Business Partnering and Regulatory Reporting & Management Accounting teams to co-develop and support high quality planning tools that align with the overall TAFE NSW financial strategy and support our Finance Business Partners to implement the financial strategy into the business.
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

- Understanding the financial complexities and components of TAFENSW, such as the funding deeds,

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revenue source, employee expense mix and other key metrics for the creation of an achievable budget.

- Analysing data from a variety of sources to ascertain validity and suitability for specific requirements, where systems are yet to be fully developed, requiring innovative approaches and collaboration to provide solutions.
- Partnering with a large number of key stakeholders with varying levels of financial acumen, to communicate and support TAFE NSW's financial planning at the organisational and local level.
- Build and maintain positive collaborative relationships that assist in building financial acumen and capability of business managers in linking internal budget and forecasting, making it accessible and user friendly.

## 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Senior Manager, Internal Budget and Planning	<ul style="list-style-type: none"> <li>• Receive leadership, direction and support.</li> </ul>
Heads of Finance Business Partnering and their teams	<ul style="list-style-type: none"> <li>• Collaborate to support the cascading of financial planning strategy, internal budget and forecast throughout the business.</li> <li>• Collaborate to establish new processes, process changes, issue follow-up, and changes to budget guidelines.</li> <li>• Liaise and collaborate so that performance gaps are addressed in the forecast process.</li> </ul>
General Manager Financial Planning and Analysis	<ul style="list-style-type: none"> <li>• Provide high quality performance analysis</li> <li>• Develop high quality internal budget and forecast presentations to inform decisions by executive and Senior Management.</li> </ul>
Regulatory Reporting and Business Intelligence Team	<ul style="list-style-type: none"> <li>• Work closely with key team members to ensure the internal financial budget is aligned with TAFE's strategy and forward estimates.</li> </ul>
Management Accounting	<ul style="list-style-type: none"> <li>• Work closely with key team members to ensure the internal financial budget is aligned with TAFE's Business Performance Reporting strategy.</li> </ul>
Finance Business Partner community	<ul style="list-style-type: none"> <li>• Liaise with Finance teams to support consistent application and implementation of internal budget and forecast activities, and share knowledge and skills.</li> </ul>

## 6. POSITION DIMENSIONS

**Reporting Line:** Senior Manager, Internal Budget and Planning

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial delegation:** TBA**Budget/Expenditure:** TBA**Decision Making:**

- Makes decision on complex and sensitive issues that have a high level of impact on the immediate work area and the potential to impact more broadly on agency operations and externally.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager

## 7. ESSENTIAL REQUIREMENTS

1. Degree qualification in Accounting, Business, Finance or related field with significant demonstrated experience in supporting complex budget and forecasting systems or budget modelling in large organisations.
2. Extensive experience in advanced Excel and other analytical tools such as BI, to present results and analysis in tailored reports and dashboards.
3. Demonstrated high level skill in the extraction and analysis of data from large ERP systems and the ability to create tailored relevant analytical models, reports and presentations.
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 & Courage	Intermediate
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan And Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	<b>Finance</b>	<b>Adept</b>
	<b>Technology</b>	<b>Advanced</b>
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>

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**OCCUPATION/PROFESSION SPECIFIC CAPABILITIES FOR THE POSITION**

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

Level 1  Level 2  Level 3  Level 4  Level 5

CAPABILITY	DEFINITION	LEVEL
<b>Financial Strategy, Governance and Risk Management</b>	Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions.	<b>Level 2</b>
<b>Management Accounting</b>	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections.	<b>Level 3</b>
<b>Finance Business Partnering</b>	Partner with key stakeholders and provide expert professional advice, coaching and consulting to enable the effective alignment of financial management strategies and organisational objectives.	<b>Level 2</b>

**FOCUS CAPABILITIES**

The focus capabilities for the Senior Finance Business Advisor 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
<b>Personal Attributes</b>		
Manage Self	Adept	<ul style="list-style-type: none"> <li>Keep up to date with relevant contemporary knowledge and practices.</li> <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 and maintain a high level of personal motivation.</li> </ul>
<b>Relationships</b>		
Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage diverse audiences and test levels of understanding.</li> <li>Translate technical and complex information clearly and concisely for diverse audiences.</li> <li>Create opportunities for others to contribute to discussion and debate.</li> <li>Contribute to and promote information sharing across the organisation.</li> <li>Manage complex communications that involve understanding and responding to multiple and divergent viewpoints.</li> <li>Explore creative ways to engage diverse audiences and communicate information.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Adjust style and approach to optimise outcomes.</li> <li>Write fluently and persuasively in plain English and 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>Design processes and policies based on the customer's point of view and needs.</li> <li>Understand and measure what is important to customers</li> <li>Use data and information to monitor and improve customer service delivery.</li> <li>Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers.</li> <li>Maintain relationships with key customers in area of expertise.</li> <li>Connect and collaborate with relevant customers within the community.</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>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture that recognises the value of collaboration.</li> <li>Build cooperation and overcome barriers to information sharing and communication across teams and units.</li> <li>Share lessons learned across teams and units.</li> <li>Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work.</li> <li>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services.</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes.</li> <li>Make sure staff understand expected goals and acknowledge staff success in achieving these.</li> <li>Identify resource needs and ensure goals are achieved within set budgets and deadlines.</li> <li>Use business data to evaluate outcomes and inform continuous improvement.</li> <li>Identify priorities that need to change and ensure the allocation of resources meets new business needs.</li> <li>Ensure that the financial implications of changed priorities are explicit and budgeted for.</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence.</li> <li>Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience.</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience.</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness.</li> <li>• Identify and share business process improvements to enhance effectiveness.</li> </ul>
<b>Business Enablers</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures.</li> <li>• Understand the impacts of funding allocations on business planning and budgets.</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action.</li> <li>• Know when to seek specialist advice and support and establish the relevant relationships.</li> <li>• Make decisions and prepare business cases, paying due regard to financial considerations.</li> </ul>
<b>Business Enablers</b> Technology	Advanced	<ul style="list-style-type: none"> <li>• Champion the use of innovative technologies in the workplace.</li> <li>• Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies.</li> <li>• Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes.</li> <li>• Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes.</li> <li>• Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies.</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables.</li> <li>• Contribute to developing project documentation and resource estimates.</li> <li>• Contribute to reviews of progress, outcomes and future improvements.</li> </ul> <p>Identify and escalate possible variances from project plans.</p>