

Role Description

Finance Officer



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Fleet Services
Location	Minto
Classification/Grade/Band	Clerk 5/6
ANZSCO Code	551211
PCAT Code	1223292
NSWPF Role Number	
Date of Approval	25/11/2019
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people, with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for identifying, assessing, prioritising and controlling health and safety risks, and ensuring that safe systems of work are developed, documented and followed by staff and contractors through appropriate training, supervision and monitoring.

Primary purpose of the role

The Finance Officer is responsible for delivering a range of accounting and finance support services and advice on the business unit's financial position and performance. The role of the finance officer is to ensure financial and administrative support is delivered within the business unit.

Key accountabilities

- Scrutinise purchases and financial transactions with an emphasis on the accuracy in terms of account coding, cost centre and the capturing of statistical data.
- Process and monitor financial transactions, such as reconciliation of revenue, expenditure and recoups to ensure efficient business financial practices in line with organisational and government accounting and purchasing procedures.
- Complete routine financial transactions and purchasing activities ensuring compliance with government and departmental policies; including maintaining and reviewing records whilst complying with administrative systems and processes (*e: fuel cards, mobile phone accounts, IT purchases etc.*)
- Assist in the preparation of budgets, monthly and year end projections and accrual accounting.
- Research and collate financial information and management reports and prepare correspondence on a broad range of issues.
- Monitor, analyse, evaluate expenditure and provide specific financial performance data including developing budgetary estimates, projections, business cases, benchmarking and comparative analysis reports to management.
- Support the management of command/business unit assets through the capturing of new assets upon purchase, annual inspection, disposal/retirement at end of life and subsequent record keeping.
- Identify emerging issues and propose solutions to reduce risk, improve service levels, and to introduce efficiency initiatives.

Key challenges

- Exercise sound judgment and initiative to ensure that competing work priorities are met within agreed timeframes. Ensure a constant high level of accuracy and interpretation of accounting processes to prevent issues which impact on overall performance measures and organisational financial liability.
- Maintaining a reliable knowledge of relevant legislation and policies; ensuring all activities are undertaken in accordance with these and within quality assurance frameworks.

Key relationships

Who	Why
Internal*	
Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues, priorities and business objectives. • Provide advice, discuss future direction and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions. • Escalate sensitive issues/risks.
Work Team	<ul style="list-style-type: none"> • Information exchange. • Support team and work collaboratively to contribute to delivery of business outcomes.
Customers/Clients	<ul style="list-style-type: none"> • Resolve issues if possible and escalate where necessary.

Who	Why
	<ul style="list-style-type: none"> • Provide advice to enable outcomes/resolutions and negotiates to ensure compliance with legislation, policies & awards. • Information exchange.
External	
Customers/Clients	<ul style="list-style-type: none"> • Resolve and provide solutions to issues and escalate where necessary. • Information exchange.

Role dimensions

Decision making

This role has autonomy to make decisions regarding the prioritisation of functions relating to research, data collation and analysis and reporting. This role makes informed recommendations through analysis in liaison with their manager.

Reporting line

This role may, depending on the command/business report to:

- Business Manager – Clerk 11/12
- Manager or Team Leader – Clerk 9/10
- Finance Manager – Clerk 9/10 or Clerk 7/8

Direct reports

- Nil

Budget/Expenditure

- This role has a financial delegation in line with delegated authorities. Most financial transactions require approval by the command/manager, this role has the responsibility for carrying out those decisions

Essential requirements


- Obtain and maintain the requisite security clearances for this position.
- Experience working with government accounting practices and procedures.




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
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Occupation / profession specific capabilities		
Capability Set	Category - Finance	Level
 Occupation Specific	Management Accounting	Level 1
	Finance Operations and Systems	Level 1
	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 Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and follow legislation, rules, policies, guidelines and codes of conduct Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
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 Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Finance	Adept	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Understand and apply financial audit, reporting and compliance obligations Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate Seek specialist advice and support where required Make decisions and prepare business cases paying due regard to financial considerations

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	30.10.2019

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region