

# Role Description

## Senior Finance Partner

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Finance
Classification/Grade/Band	Clerk grade 9/10
ANZSCO Code	132211
PCAT Code	1223792
Date of Approval	25 July 2014
Agency Website	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

### Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW including two satellite offices located at Walgett and Bourke, and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues

### Primary purpose of the role

The Senior Finance Partner provides financial analysis, budget analysis, financial reporting and financial management consultancy service for a nominated portfolio of stakeholders within Legal Aid NSW.

### Key accountabilities

- Provide a budget analysis, reporting and financial management consultancy service to a nominated portfolio of stakeholders, including detailed variance analysis.
- Provide advice and support to nominated stakeholders that assists them in ensuring their financial performance is consistent with agreed budget targets. Respond to queries relating to the financial performance analysis and reporting requirements of stakeholders.
- Establishment and ongoing review of forecasts for nominated programs.
- Provide support to the Management Accountant in delivering on Legal Aid NSW's budget commitments, both internally and externally, including the preparation of the Forward Estimates.
- Manage the preparation of regular reports required by NSW Treasury and the Commonwealth Attorney General's Department and/or other funding providers including monthly reports to management on key performance indicators, efficiency drivers and volume metrics
- Maintain an up to date knowledge of management reporting, financial analysis, costing and budgeting as well as other management accounting techniques.

## Key challenges

- Providing information and support that is timely and fit for purpose to both the Management Accountant and nominated stakeholders. Timeframes for regular reporting are under constant pressure to be reduced, and resources allocated to such tasks need to be minimised.
- Accurately forecasting and interpreting data to provide superior customer service and advice for clients within Legal Aid NSW, given the complex nature of the data and the restricted timeframes.
- Maintaining comprehensive and up to date knowledge of current management accounting and budgeting procedures including reporting requirements and techniques.

## Key relationships

Who	Why
Internal	

Executive, Senior Managers and finance colleagues. Provide advice and support

External	
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NSW Treasury, Commonwealth Attorney General's Department and other NSW Government agencies	Provide reports and fulfil audit requirements
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## Role dimensions

### Decision making

### Reporting line

Management Accountant

### Direct reports

Finance Partner

Financial Analyst

### Budget/Expenditure

## Essential requirements

Tertiary qualifications in accounting or equivalent and/or extensive relevant experience






Fully vaccinated against COVID-19 prior to commencement

## 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](http://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	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Adept
 Business Enablers	<b>Finance</b>	<b>Adept</b>
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	<b>Manage Reform and Change</b>	<b>Intermediate</b>

## 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
<b>Personal Attributes</b>	Adept	
Act With Integrity		<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b>	Adept	
Communicate Effectively		<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b>		
Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Participate in and contribute to team/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 a knowledge of relevant recurrent and capital financial measures</li> <li>• 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</li> <li>• Understand and apply financial audit, reporting and compliance obligations</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</li> <li>• Seek specialist advice and support where required</li> <li>• Make decisions and prepare business cases paying due regard to financial considerations</li> </ul>
<b>People Management</b> Manage Reform and Change	Intermediate	<ul style="list-style-type: none"> <li>• Promote change processes and communicate change initiatives across the team/unit</li> <li>• Accommodate changing priorities and respond flexibly to uncertainty and ambiguity</li> <li>• Support others in managing uncertainty and change</li> </ul>