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| **Agency** | Public Service Commission |
| **Branch/Unit** | Corporate / Finance |
| **Location** | Sydney CBD |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **Kind of Employment** | Ongoing |
| **ANZSCO Code** | 132211 |
| **PCAT Code** | 1223392 |
| **Date of Approval** | October 2019 |
| **Agency Website** | www.psc.nsw.gov.au |

**Agency overview**

The Public Service Commission (PSC) is headed by an independent Public Service Commissioner and is a separate agency under the Government Sector Employment Act 2013 (GSE Act) that supports the Commissioner in the exercise of her functions and powers.

The PSC leads the design, development and implementation of the full range of workforce management strategies - including workforce capability, recruitment and assessment, performance management, and strategic workforce planning - to enhance the effectiveness and efficiency of the NSW public sector workforce.

**Primary purpose of the role**

The Financial Controller provides strategic leadership and specific technical, business advice and guidance on all areas of financial management, including expert financial analysis, performance reporting to the CFO and the PSC’s Senior Leadership Team. The position ensures that appropriate systems of internal control and risk management are in place and that all statutory and administrative financial and reporting requirements in relation to public finances are met. The role manages a range of finance related activities for the PSC including Treasury, statutory and other reporting, overseeing general accounting and reconciliations, Treasury management, Cash management, compliance management and tax management. The role provides leadership to the Finance team and fosters a team environment while also playing a business partner relationship role with the provision of sound advice on financial and accounting matters to assist PSC business lines to meet its financial and commercial business objectives.

# Key accountabilities

Supporting the CFO/Director Corporate, and providing direction and leadership to the Finance team to deliver the following:

* Provide strategic advice to PSC business lines on a range of financial issues including budgeting, resource planning and utilisation, asset management and performance analysis.
* Champion the development of sound finance policies, procedures, service standards, business rules and work plans.
* Oversee the management of PSC’s financial control framework and ensure compliance with statutory and audit requirements, finance policies and procedures and accounting standards.
* Manage the PSC operating and capital budgets, financial forecasts and forward estimates to ensure compliance with Treasury requirements.
* Guide the development of monthly operating statements and accompanying analysis and performance reporting to the branches and cost centres within the PSC to inform decision making regarding the allocation of funds.
* Provide high level critical analysis on financial results and business unit initiatives and projects and provide advice regarding allocation of funds and the commercial viability/ impact on net cost of services.
* Manage the PSC’s cash flow budget and forecasts and manage and review all Treasury reconciliations and returns to meet PSC obligations.
* Actively manage the relationship with the shared service provider to ensure all services are provided on time and accurately in relation to accounts payable, accounts receivable, fixed asset and general ledger.
* Quality assures budget variance analysis and works with the business to develop variance action plans.
* Provide advice to management on the drivers affecting the financial and budgetary position of the relevant division, department or cost centre, and support in setting and monitoring savings targets to ensure the PSC savings targets are achieved.
* Ensure financial advice supports the preparation of robust business cases and improvements in project accounting.
* Liaise with external stakeholders, including NSW Treasury and the Audit Office on all relevant financial matters.
* Oversee the delivery of finance activities and align the work of the agency to ensure that the PSC is well prepared to meet its deadlines.
* Work with the CFO to establish and maintain effective financial management controls across the PSC and lead financial and business reviews to improve and strengthen internal business process and financial sustainability controls and solutions and develop accounting policies and procedures.

# Key challenges

* Establishing a trusted advisor status through quality decision making, sound advice, leadership and a proactive “can do” approach.
* Providing relevant, accurate and timely financial/technical information to enable others to make appropriate, evidence based decisions.
* Identifying systemic problems in order to change services, processes or practices to prevent similar dissatisfactions and complaints in the future.
* Maintaining high levels of technical expertise and knowledge and contributing to the development of staff within PSC while keeping abreast of current and emerging best practice, government policy and statutory requirements.
* Modifying or adapting established financial accounting methods, systems and policies to relate precedent to new or emerging situations and circumstances.
* Understanding the longer term implications and possible effects of providing advice about any particular matter with community, commercial or political consequences.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director Corporate/Chief Financial Officer | * Liaise to receive instructions and understand work priorities. * Keep informed of and provide advice and recommendations on complex, new or emerging issues. * Contribute to branch work program development, business process improvement and team business outcomes. |
| PSC Executives and Senior Managers | * Develop and maintain effective collaborative relationships. * Provide high level strategic advice and support on business area financial management and sustainability. * Engage to influence adoption of agreed strategies and solutions. * Provide training and support to ensure appropriate financial management controls. |
| Team members | * Provide leadership, guidance, professional advice and support to manage peak workloads and resolve complex or demanding service requests. * Work collaboratively and support team to achieve business outcomes. * Provide constructive performance feedback and develop team skills. * Encourage participation in meetings and contribution of ideas to improve branch / team, program, service delivery and work performance and outcomes. |
| **External** |  |
| Shared services provider | * Actively manage the relationship with shared service provider to ensure financial information is maintained in accordance with the Service Partnership Agreement with a continued focus on improvements in accuracy and timeliness. |
| NSW Audit Office, NSW Treasury and other agencies | * Develop and maintain effective working relationships. * Consult and liaise on preparation of responses to information and report requests. |

# Role dimensions

## Decision making

The Financial Controller:

* has responsibility for setting work priorities within the overall agreed work program
* has discretion to make the necessary decisions to manage key role accountabilities
* is required to comply and make decisions and recommendations within applicable sector and Department legislation, financial policy, frameworks and procedures, Treasurer Directions, financial delegations, professional practice standards and set budget, resourcing and funding parameters
* is accountable and responsible for the effective management and use of human and financial resources within set budget and resource parameters.

## Reporting line

The Financial Controller reports to the Chief Financial Officer/Director Corporate

## Direct reports

Senior Finance Accountant and Senior Management Accountant

## Budget/Expenditure

TBC

Essential requirements

Relevant tertiary qualification and eligibility for membership of a recognised professional accounting body such as CPA Australia or Institute of Chartered Accountants in Australia

Knowledge of the application of the *Government Finance Act 2018*, Treasurer's Directions and Australian Accounting Standards, with a broad understanding of relevant Government policies

Knowledge of and demonstrated experience in financial management and accounting principles and practices

# 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).

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

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|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Adept |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Adept |

| Occupation / profession specific capabilities - Finance Professionals Capability Set | | |
| --- | --- | --- |
| **Capability Set** | **Capability Name** | **Level** |
|  | Financial Strategy, Governance and Risk Management | 3 |
| Financial Accounting and Statutory Reporting | 3 |
| **Management Accounting** | **4** |
| Audit and Assurance | Not applicable |
|  | Taxation | 1 |
| Finance Operations and Systems | 3 |
| Finance Business Partnering | 3 |
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## 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**  Act with Integrity | Advanced | Model the highest standards of ethical behaviour and reinforce them in others  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Ensure that others have a working understanding of the legislation and policy framework within which they operate  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act on reported breaches of rules, policies and guidelines |
| **Relationships**  Work Collaboratively | Adept | Encourage a culture of recognising the value of collaboration  Build co-operation and overcome barriers to information sharing and communication across teams/units  Share lessons learned across teams/units  Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work |

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| **Results**  Deliver Results | Adept | Take responsibility for delivering on intended outcomes  Make sure team/unit staff understand expected goals and acknowledge success  Identify resource needs and ensure goals are achieved within budget and deadlines  Identify changed priorities and ensure allocation of resources meets new business needs  Ensure financial implications of changed priorities are explicit and budgeted for  Use own expertise and seek others' expertise to achieve work outcomes |
| **Results**  Demonstrate Accountability | Adept | Assess work outcomes and identify and share learnings to inform future actions  Ensure that actions of self and others are focused on achieving organisational outcomes  Exercise delegations responsibly  Understand and apply high standards of financial probity with public monies and other resources  Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others  Conduct and report on quality control audits  Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**  Finance | Advanced | 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 direct provision or purchase of services  Understand and promote the role of sound financial management and its impact on organisational effectiveness  Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement  Respond to financial and risk management audit outcomes, addressing areas of non-compliance |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcome  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |
| **Management Accounting** | **4** | Identify internal and relevant external data sources, providing appropriate inputs, financial and non-financial, to assist strategy formation  Assess the impact of funding allocations on budget management and organisational capability  Monitor, analyse and evaluate trends and financial implications of alternative business strategies, and cash flow, working capital and financing implications of specific projects  Monitor, evaluate and report on environmental factors that impact corporate decision making processes  Analyse overall organisational financial information, deviations from plan and trends to inform strategic business planning activities  Guide budget formation and use strategic financial information and analysis to test and support internal and external stakeholders |