

Role Description

Principal Finance Officer

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Corporate Finance/Financial Controlling
Role number	179909
Classification/Grade/Band	Clerk 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	221112
PCAT Code	3113392
Date of Approval	21 February 2024
Agency Website	https://education.nsw.gov.au/

Agency overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary purpose of the role

The role is primarily responsible for coordinating the daily operations and providing expert advice and guidance on the financial management of major programs administered by Corporate Finance. While the scope of work is defined by the operational priorities of the assigned business unit, the role is responsible for leading a team, a project or a program to deliver accurate, reliable and focused results that meet stakeholder expectations and the Directorate's service delivery standards. The role supports senior managers in the implementation of innovative solutions to achieve continuous improvements in corporate financial programs, processes and service delivery.

Key accountabilities

- Develop and provide expert advice based on current knowledge and understanding of the latest developments in Australian Accounting Standards, NSW Treasury finance policies and circulars to ensure compliance in preparation of the Department's and related entities' statutory financial statements and NSW Treasury returns. This includes research to making recommendations to the Chief Financial Officer and the Directorate's key stakeholders regarding proposed changes to accounting standards, analysing the relevance and impact on the Department's current finance policies, and coordinating the implementation of agreed policy revisions across the Department.
- Lead and direct staff, projects or programs to achieve operational outcomes within the assigned business unit by working closely with other Corporate Finance teams and Centres of Expertise. This includes supporting the Manager in undertaking performance management and review of staff within the unit.
- Support the formation of business partnerships within Corporate Finance Directorate, the broader Department and external stakeholders to optimise the effective implementation of corporate financial

management strategies and reforms. When collaborating with other teams, the role ensures all parties are fully briefed on proposed business tasks and practices, timelines and expected outcomes.

- Analyse information from a variety of sources to develop and provide accurate financial advice, performance reports and information to staff, clients, senior management and external agencies.
- Champion the use of new and/or updated corporate financial management strategies, technology, systems, and business methods to deliver efficient and effective service in accordance with Department policy and the Directorate's business practices and protocols. This includes fostering sustainable customer relationships, and working collaboratively with colleagues in Corporate Finance and other areas of the Department to gain support for the implementation of finance-related business reforms and to increase staff commitment to service delivery excellence.
- Interpret and apply government accounting procedures and policies relevant to the operations of the assigned business unit including the Treasurer's Directions and Public Finance and Audit Act.
- Instigate recommendations and advice for the review and improvement of corporate financial management functions and processes, and liaise with policy, process and systems experts on related issues. The role includes the review, analysis and monitoring of systems and databases to ensure the integrity of the data held in the system and/or acting as a point of contact for the resolution of issues and enquiries.
- Provide regular updates to the Manager regarding progress and achievement of the role's agreed business and reporting targets. Management needs to be alerted to potential or emerging business-critical matters that could adversely impact program/policy implementation and/or service delivery. The role identifies and assesses risk, and proposes and evaluates risk mitigation strategies.

Key challenges

- Developing and maintaining close working relationships with stakeholders to meet and manage their expectations while providing high levels of service in corporate financial accounting or systems.
- Leading and developing staff in a multi-disciplinary team to provide timely advice to stakeholders on accounting policy, financial legislation and other corporate finance business policies and processes.
- Managing change including adapting processes and resource allocation in a transitional workplace to support new customers and changing priorities.

Key relationships

Internal

Who	Why
Customers and stakeholders	<ul style="list-style-type: none"> • Delivers high quality customer service to a range of stakeholders and customers. • Communicates specialist advice and provides guidance on operational and/or complex matters requiring technical knowledge and/or implementation expertise. • Supports the development and implementation of policies, programs and systems that reflect sector-wide and/or Departmental initiatives and priorities.
Team members	<ul style="list-style-type: none"> • Supports, encourages and mentors team members and colleagues to achieve team goals. • Provides performance feedback to direct reports. • Interprets and applies NSW Public Sector accounting and DEC corporate finance procedures and policies. • Provides a conduit across teams in Corporate Finance to ensure the consistent provision of advice and service.

Supervisor	<ul style="list-style-type: none"> Provides regular status reports. Consults regarding the management of sensitive, high-risk or business-critical matters. Receives performance feedback.
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External

Who	Why
Learning Networks/Communities of Practice	<ul style="list-style-type: none"> Actively participates in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date and to maintain specialist/technical knowledge.

Role dimensions

Decision making

This role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business-critical, the role consults with the supervisor or manager to agree on a suitable course of action.

Reporting line

Refer to the relevant business unit organisational chart.

Direct reports

Refer to the relevant business unit organisational chart.

Budget/Expenditure

The role has a financial delegation of \$50,000.

Key knowledge and experience

- Knowledge of and commitment to implementing the Department's Aboriginal Education Policy, upholding the Department's Partnership Agreement with the NSW AECG and the ECE First Steps Strategy to ensure quality outcomes for Aboriginal people and support Aboriginal children and families in NSW.

Essential requirements

- Relevant tertiary qualifications in Accounting or in a related discipline and eligibility for membership to a recognised professional accounting body and/or equivalent relevant workplace experience.
- Knowledge of and commitment to the Department's Aboriginal Education policies.
- Demonstrated understanding of and commitment to the value of public education.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into focus capabilities and complementary capabilities

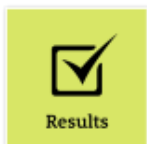
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Keep up to date with relevant contemporary knowledge and practices• Look for and take advantage of opportunities to learn new skills and develop strengths• Show commitment to achieving challenging goals• Examine and reflect on own performance• Seek and respond positively to constructive feedback and guidance• Demonstrate and maintain a high level of personal motivation	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<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• Maintain relationships with key customers in area of expertise• Connect and collaborate with relevant customers within the community	Adept

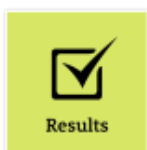


Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- 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

Adept



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria












Advanced

	<p>Demonstrate Accountability</p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate
	<p>Finance</p> <p>Understand and apply financial processes to achieve value for money and minimise financial risk</p>	<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 	Advanced
	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate