

# Role Description

## Principal Finance Analyst

Cluster	NSW Health
Agency	Ministry of Health
Division/Branch/Unit	Health Professional Councils Authority (administrative unit of HAC)
Location	Sydney
Classification/Grade/Band	Clerk Grade 11/12
Role Number	678577
ANZSCO Code	221112
PCAT Code	3333332
Date of Approval	November 2017
Agency Website	<a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>

### Agency overview

The Health Professional Councils Authority (HPCA) is an administrative body of the Health Administration Corporation and is an executive agency of the Ministry for Health. The HPCA provides regulatory services and the administrative and functional support to each of the 14 New South Wales Health Professional Councils, in their primary role to protect the public. The HPCA is a rewarding organisation offering cultural diversity and flexible working conditions whilst continually promoting NSW Health CORE values.

For more information go to [www.health.nsw.gov.au](http://www.health.nsw.gov.au) and <http://www.hpca.nsw.gov.au>

### Primary purpose of the role

The Principal Finance Analyst is responsible for leading the preparation of financial statements for the HPCA and health professional Councils, provision of technical accounting advice and application of policies to ensure compliance, and providing a range of financial accounting services for Councils in line with accounting standards and consistent with Treasury requirements. The role is also responsible for management reporting and budget development.

### Key accountabilities

- Provide expert financial advice to support the development, implementation and maintenance of financial and purchasing policy, procedures and strategic initiatives for HPCA.
- Provide expert technical information and expertise to the HPCA and Councils on accounting and financial matters to ensure that the reporting and accountability obligations are met.
- Review financial statement performance with detailed analysis and insight of financial and related information.
- Contribute to the efficient and effective functioning of the Finance Team through the identification and implementation of improvements in financial practices and processes, including the development and/or revision of Finance policy and procedures manuals.
- Plan, manage and monitor projects such as the reform of financial management systems and processes to ensure project outcomes within agreed budgets and timeframes.
- Prepare high quality correspondence, reports, submissions and briefings for the Assistant Director and Director

- Lead the enhancement or replacement of systems in collaboration with HPCA’s partners such as eHealth and Health Share.
- Lead, manage and develop the Finance team and provide a high level of customer service to HPCA and Councils

## Key challenges

- Providing considered, strategic advice and solutions on complex and sensitive financial, procurement and related issues, often within short timeframes
- Facilitating the engagement and input of a wide range of stakeholders, given the diverse interests and demands of stakeholders, the financial and operating constraints placed on the HPCA, and the need to ensure a high level of service delivery to key stakeholders.
- Establishing and maintaining effective communications with the HPCA and Councils and external stakeholders such as the Audit Office of NSW and NSW Health

## Key relationships

Who	Why
<b>Internal</b>	
Director HPCA, Assistant Director Corporate Services	<ul style="list-style-type: none"> <li>• Discuss, clarify and seek information; and provide financial advice on a range of financial performance and funding issues</li> </ul>
HPCA Executive Officers	<ul style="list-style-type: none"> <li>• Provide financial advice and analysis on a range of financial performance and funding issues</li> </ul>
<b>External</b>	
The Presidents and members of the NSW Health Professional Councils	<ul style="list-style-type: none"> <li>• Build and maintain collaborative relationships; provide highly specialised financial advice on a range of financial performance and funding issues</li> </ul>
HPCA Audit and Risk Committee	<ul style="list-style-type: none"> <li>• Build and maintain collaborate relationships; discuss, clarify and seek advice or recommendations on a range of financial performance, financial controls and risk management issues</li> </ul>
NSW Government agencies including Ministry for Health, Health Share, NSW Treasury, the NSW Audit Office, Victorian Auditor-General’s Office, the NSW Ombudsman’s Office, ICAC.	<ul style="list-style-type: none"> <li>• Build and maintain collaborative relationships; discuss, clarify and seek information and provide advice to resolve issues</li> </ul>
Australian Health Practitioner Regulation Agency and the Health Care Complaints Commission.	<ul style="list-style-type: none"> <li>• Build and maintain collaborative relationships; discuss, clarify and seek information and provide advice to resolve issues</li> </ul>
Vendors / suppliers	<ul style="list-style-type: none"> <li>• Provide and seek information and advice regarding financial activities; resolve and clarify issues</li> </ul>

## Role dimensions

### Decision making

The role makes the following decisions:

- Day to day decisions relating to work priorities and workload management.
- Day to day decisions involving team issues.
- Recommending changes and improvements to current reporting formats
- Evaluation of business cases and cabinet submissions in accordance with current financial principles
- Identification of improvements to financial processes and practices to ensure the efficient and effective functioning of the Team
- Format of Council reporting
- Content of draft Ministerial correspondence and narrative reports
- Spreadsheet design in relation to provision of financial data for dissemination within and outside the Councils.

The role refers the following decisions:

- Approval of policies and procedures relating to finance and procurement
- Any decision that will substantially alter the outcomes or timeframe of a project.
- Major issues or conflicts arising in the course of project and other duties.
- Matters requiring a higher delegated authority such as approval for expenditure and/or travel.
- Matters requiring submission to the Director HPCA.

### Reporting line

Assistant Director Corporate Services

### Direct reports

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### Budget/Expenditure

Nil

### Essential requirements

- Relevant tertiary qualification and eligibility for membership of the CPA Australia or Institute of Chartered Accountants Australia and New Zealand
- Demonstrated knowledge and understanding of public sector accounting requirements and financial management procedures including the Public Finance and Audit Act, Treasurers Directions, Health Service Accounting Procedures Manual and relevant legislation and regulations, and the principles of accrual accounting
- Extensive skills and experience in complex financial analysis and cost allocation methodologies in a large and diverse organisation
- Demonstrated high-level skills and experience in using financial management information systems, spreadsheets, word processing, data bases and other office software packages

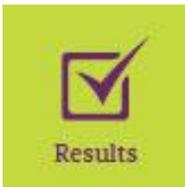
## Capabilities for the role

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 which contains information from the NSW Public Sector Finance Professionals Capability Set. The capability set is available at [www.psc.nsw.gov.au/sector-support/capability-framework/access-the-capability-framework/occupation-specific/occupation-specific](http://www.psc.nsw.gov.au/sector-support/capability-framework/access-the-capability-framework/occupation-specific/occupation-specific)

### Capability summary

The full list of capabilities and the level required for this role are set out below. The focus capabilities appear in bold. 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	<b>Adept</b>
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
	Communicate Effectively	<b>Advanced</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	<b>Advanced</b>
	Demonstrate Accountability	Adept
	Finance	<b>Advanced</b>
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
	Manage and Develop People	<b>Adept</b>
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

## 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.

Occupation / profession specific capabilities		
Capability Set		
	<b>Management Accounting</b>	<b>Level 3</b>
	Financial Accounting and Statutory Reporting	Level 4
	Finance Business Partnering	Level 3

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NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> <li>Translate technical and complex information concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Actively listen and encourage others to contribute inputs</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>Take account of the wider business context when considering options to resolve issues</li> <li>Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Business Enablers</b> Finance	Advanced	<ul style="list-style-type: none"> <li>Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>Assess relative cost benefits of direct provision or purchase of services</li> <li>Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>Respond to financial and risk management audit outcomes, addressing areas of non-compliance</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles and responsibilities to achieve team/unit outcome</li> <li>Negotiate clear performance standards and monitor progress</li> <li>Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>Provide regular constructive feedback to build on strengths and achieve results</li> <li>Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>Monitor and report on performance of team in line with established performance development frameworks</li> </ul>

Capability Name	Level	Behavioural Indicators
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## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<p><b>Management Accounting</b></p> <p>Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections</p>	Level 3	<ul style="list-style-type: none"> <li>• Apply the principles of budgeting and forecasting to business planning and performance measurement</li> <li>• Critically review and interpret forecast and budget data provided by non- finance staff, forecasting trends and analysing variances to prepare budget forecasts</li> <li>• Identify relevant financial and non- financial data, both past and projected and locate additional financial data to develop comprehensive financial analyses</li> <li>• Develop complex reports and analyses to enable informed decision making by management and/or other internal users</li> <li>• Present and interpret complex financial information and analysis to support organisation decision-making</li> <li>• Develop comprehensive budgets and forecasts in accordance with the procedures adopted by the organisation and consistent with sector standards</li> </ul>
<p><b>Financial Accounting and Statutory Reporting</b></p> <p>Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements</p>	Level 4	<ul style="list-style-type: none"> <li>• Provide expert technical interpretation of legislation, accounting policies and standards and develop organisation specific policies</li> <li>• Monitor and anticipate the impact of NSW Treasury Policy, Audit Office guidelines and AASB standards and guidance on the organisation and direct appropriate action</li> <li>• Approve financial (including cash management and forecasting) reports, briefs and proposals relating to the organisation's financial position</li> <li>• Communicate financial results that are compliant with NSW Treasury policies and external regulatory requirements and which are easily interpreted by stakeholders</li> <li>• Provide strategic financial accounting advice and commentary to business leadership so that strategic business planning processes and the consideration of new business initiatives are fully informed on financial/accounting implications</li> </ul>
<p><b>Finance Business Partnering</b></p> <p>Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives</p>	Level 3	<ul style="list-style-type: none"> <li>• Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities</li> <li>• Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders</li> <li>• Provide appropriate, high quality, reliable and trusted financial management and accounting advice, coaching and counsel to business managers</li> <li>• Engage with managers to provide coaching and technical advice around financial controls and actions related to budget variances</li> <li>• Advise managers about the structure of financial delegations and the impacts of changes in government accounting policy or other financial issues which impact the business</li> </ul>