

Role Description

Senior Financial Accountant - TSFR



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Financial Management Reporting and Analysis / Total State Financial Reporting (TSFR)
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	221111
PCAT Code	2119192
Date of Approval	October 2019
Agency Website	https://www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to “About Treasury” and “Our Treasury Team”).

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role to support and invest in our key partners (service delivery clusters). This includes a responsibility to lift the financial management capability and culture across the sector and support NSW Government’s commitment to achieve significant and sustainable financial management improvement.

The Economic and Financial Management (EFM) Group provides advice on the NSW economic and fiscal outlook, including budget performance, tax, revenue and productivity measures, intergovernmental relations, competition policy and regulatory reform.

The **Total State Financial Reporting (TSFR)** is part of the Financial Management Reporting and Analysis Division within the EFM Group which provides expert advice in financial management through sound governance, assurance and regulatory frameworks that support financial control, effective decision making and delivery of high quality and timely financial information. The Branch is responsible for governing the financial management information for whole of government reporting and preparation of consolidated financial reports including the Totals State Sector Accounts, General Government Accounts, financial reports for the NSW State Budget and Half Yearly Review including the forward estimates and ensuring compliance with accounting standards, statutory reporting requirements and the Government Finance Statistics (GFS).

Primary purpose of the role

As a Senior Financial Accountant, your role is to analyse and provide advice on the financial reporting issues facing government agencies and businesses.

Key accountabilities

- Assisting in the consolidation of financial information at a whole of government level for inclusion in financial reports of the State, including detailed review and variance analysis of agency-based data, emerging issues and complex transactions impacting the accounts; and contribution to the development of the final Report on State Finances.
- Understanding accounting standards, policies and guidelines as they apply to agencies and Total State finances.
- Assist with agency data submissions and agency enquiries.
- Contribute to the preparation of Budget papers as necessary.
- Establishing sound relationships with agency and Treasury contacts for the cooperative monitoring of performance and the implementation of change.

Key challenges

- Adding value to the financial reporting of agencies and Government businesses and building good working relationships with key stakeholders.
- Balancing interrelationships between competing aspects of financial management and effective service delivery.
- Dealing with complexity, uncertainty and imperfect information.
- Negotiating implementation of new financial management initiatives.
- Identifying and assessing the significance of key issues and understanding that decisions and recommendations concerning these have far reaching consequences and implications

Key relationships

Who	Why
Internal	
Treasurer	<ul style="list-style-type: none">• Timely provision of accurate, high quality and timely financial information (including core outputs)• Accountability, transparency and data integrity
Secretary / Associate Secretary / Deputy Secretary	<ul style="list-style-type: none">• Manage core deliverables efficiently and effectively• High level of honesty and professionalism
Internal	
Director and Executive Director	<ul style="list-style-type: none">• Work together effectively and proactively as a team to achieve common goals• Escalate issues, keep informed, provide advice and receive instructions
Financial Reporting Staff	<ul style="list-style-type: none">• Foster effective working relationships

Treasury Colleagues	<ul style="list-style-type: none"> Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation and engagement
External	
Key external stakeholders, including senior agency contacts, professional organisations, the ABS, and workforce representatives.	<ul style="list-style-type: none"> Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement

Role dimensions

Decision making

The Senior Financial Analyst – Financial Reporting, Analytics & Advisory is accountable for the quality and integrity of advice provided

Reporting line

This role reports to the Director, Financial Reporting, Analytics & Advisory

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- High level analytical skills with strong conceptual and research skills.
- Effective communication skills, especially when negotiating and consulting.
- Excellent writing skills.
- Experience in financial reporting, including consolidation, with the ability to undertake assessment of agency/business performance.
- Organisation and project management skills.
- An ability to deal with competing projects and priorities and meet deadlines.
- An ability to work individually or in a team environment.
- Awareness of government financial reporting processes and issues.
- CA/CPA Qualified with preferred experience from the Big Four Accounting firms or the Audit Office of NSW (but not required).
- Minimum 3 years post qualified experience.
- Experience of producing large and/or complex consolidations accounting processes with a minimum of at least 10 entities.
- Strong technical accounting skills (ie. IFRS technical experience).
- Advanced excel skills.
- Demonstrated experience in word processing.
- Accounting and financial systems expertise.






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees.

The Capability Framework is available at <https://www.psc.nsw.gov.au/workforce-management/capability-framework/nsw-public-sector-capability-framework>

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

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 Manage Self	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> 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
Results Deliver Results	Adept	<ul style="list-style-type: none"> 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
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 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none">• Ensure that roles and responsibilities are clearly communicated• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks• Develop team capability and recognise and develop potential in people• Be constructive and build on strengths when giving feedback• Identify and act on opportunities to provide coaching and mentoring• Recognise performance issues that need to be addressed and work towards resolution of issues