

Role Description

Management Accountant

Cluster	NSW Health
Agency	Health Professional Councils Authority
Division/Branch/Unit	Finance and Shared Services (Budget and Reporting)
Location	Sydney
Classification/Grade/Band	Clerk Grade 7/8
Role Number	702812, 702813
ANZSCO Code	221112
PCAT Code	3333337
Date of Approval	October 2019
Agency Website	www.hpca.nsw.gov.au

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 15 New South Wales Health Professional Councils.

The Councils operate in conjunction with the Health Care Complaints Commission 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 and www.hpca.nsw.gov.au

Primary purpose of the role

The Management Accountant supports the Senior Management Accountant in providing budgeting, financial analysis and forecast, and in managing financial and other information necessary for the timely distribution of regular management reports to a portfolio of NSW Health Professional Councils.

The incumbent will be responsible for undertaking the budget process, forecasting, financial modelling and analysis, and regular reporting against budget for specified Councils.

Key accountabilities

- Provide management accounting advice and services and partner with a portfolio of Councils, the HPCA and other key stakeholders. This includes sound advice and recommendations based on knowledge of HPCA and Council operations.
- Produce high quality schedules and other information as part of the budgeting process, forward year cash projections and regular forecasts for a portfolio of Councils.

- Support the payments process for Council and Hearing members, and other processes in partnership with business managers. This includes the cost allocation applied to labour and other shared and overhead costs.
- Produce monthly and ad-hoc management reports including financial analysis and forecasting, and value adding narratives for specified Councils.
- Work with the Senior Management Accountant in implementing and monitoring revenue and cost management strategies to ensure the specified Councils achieve or exceeds its annual financial objectives. This includes providing input into the development of policies
- Conduct aspects of financial evaluations, due diligence reviews and contribute to the development of business cases for specified HPCA and Council operations.
- Prepare quality internal and external correspondence, reports, submissions and briefings as required.

Key challenges

- Ensuring the provision of considered, strategic advice and solutions on complex and sensitive financial issues, often within short timeframes
- Interpreting and communicating financial management results to various stakeholders within the HPCA and Councils who have varying degrees of financial knowledge
- Implementing a service-based model to provide a very high level of service to all Councils. This will require collaborating and partnering and also meeting a diverse set of requirements that can vary significantly across the Councils

Key relationships

Who	Why
Internal	
Key staff and managers within the Health Professional Councils Authority	<ul style="list-style-type: none"> • Receive and provide guidance; provide expert advice; exchange information; consult and collaborate on key issues, initiatives and projects
Executive Officers and Council teams	<ul style="list-style-type: none"> • Receive and provide guidance; provide expert advice; exchange information; consult and collaborate on key issues, initiatives and projects • Provide advice and analysis on a range of financial performance and funding issues
HPCA finance team	<ul style="list-style-type: none"> • Review the work of team members, provide direction and manage staff performance • Resolve and provide solutions to issues
Presidents and members of the NSW Health Professional Councils	<ul style="list-style-type: none"> • Provide and seek information and advice regarding financial activities; resolve and clarify issues
External	
NSW Government agencies including the Ministry of Health, HealthShare NSW, eHealth, NSW Treasury and the NSW Audit Office	<ul style="list-style-type: none"> • Engagement and consultation on strategy, policy and projects and maintain collaborative relationships

Who	Why
Australian Health Practitioners Regulation Agency and the Health Care Complaints Commission	<ul style="list-style-type: none"> Engagement and consultation on strategy, policy and projects and maintain collaborative relationships

Role dimensions

The decision making required of the role relates to:

- Day to day decisions relating to work priorities and workload management.
- Identification of improvements to reporting processes and practices to ensure the efficient and effective reporting function.
- Deciding the content of advice and information provided to the HPCA and Councils
- Implementing change, taking ownership for assigned work and issues as they arise, and being proactive in suggesting new policies, strategies and processes to improve performance or address issues.

Decisions which are referred to a supervisor include:

- Approval of policies and procedures, and application of new or revised accounting standards.
- 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.

Reporting line

Senior Management Accountant

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualification and eligibility or near eligibility for membership of a recognised professional accounting body such as CPA Australia or Chartered Accountants Australia and New Zealand
- Knowledge and understanding of budgeting, financial management reporting and management accounting concepts, preferably in a multi-entity environment with cost allocations.
- Strong analytical and conceptual skills, including the ability to analyse and interpret information from different sources to proactively identify issues and formulate pragmatic, business focused strategies to address them

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

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

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

Occupation / profession specific capabilities

Capability Set



Management Accounting	Level 2
Finance business partnering	Level 2
Financial accounting and statutory reporting	Level 2

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 Display Resilience and Courage	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 Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
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
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Finance	Adept	<ul style="list-style-type: none"> Identify and share business process improvements to enhance effectiveness 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
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> 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
People Management Manage and Reform Change	Intermediate	<ul style="list-style-type: none"> Promote change processes and communicate change initiatives across the team/unit Accommodate changing priorities and respond flexibly to uncertainty and ambiguity Support others in managing uncertainty and change

Occupation specific capability set (NSW Public Sector Finance Professionals Capability Set)

Capability Name	Level	Behavioural Indicators
Management Accounting	Level 2	<ul style="list-style-type: none">• Recognise and interpret different financial planning and budgeting techniques and their application within the organisation• Identify and verify relevant available financial and non-financial data, both past and projected• Capture and monitor budget data - reviewing, identifying, analysing and interrogating variances• Assist budget managers in determining month end accruals and prepayments between successive financial periods• Develop costing models to support activity based funding requirements and to support program evaluation• Regularly advise and provide technical management accounting support for internal clients
