

Role Description

Finance Manager/Business Analyst



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division / Branch / Unit	Public Works Advisory and Regional Development
Location	NSW
Classification / Grade / Band	Clerk Grade 9/10
ANZSCO Code	224412
PCAT Code	1119192
Date of Approval	May 2020
Agency Website	nsw.gov.au/regionalnsw and publicworksadvisory.nsw.gov.au

Agency Overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Public Works Advisory (PWA) is part of the Department of Regional NSW. PWA supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets.

Primary purpose of the role

The Business Analyst works with stakeholders across Public Works Advisory (PWA) to provide business and financial analysis as well as undertaking specialised projects to assist with the delivery of services and aligning solutions with business requirements and organisational strategies and plans.

Key accountabilities

- Prepare operating plan, revenue and expenditure reports, budget forecasts and provide in depth analysis and commentary on the consequences of each.
- Monitor client projects, business unit expenditure and revenues, carrying out client billings and managing accounts receivable to maximise the business unit's cash flow.
- Prepare Year-End financial accounts including all reconciliations and reports required by the Auditors for the business unit.
- Undertake financial analysis and report on relevant information gathered from internal and external sources to assist with the delivery of services, and alignment of solutions with business requirements and organisational strategies and plans.
- Extract, clean, assess and review data to identify trends and opportunities for business improvement and data quality improvement across the business and makes recommendations for business improvements.
- Monitor and report on initiatives, strategies and compliance programs to improve the effectiveness of the processes and programs.

- Establish and maintain internal and external stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure deliverables are met including shared service providers.
- Undertake specialised projects including developing project plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting project-related activities, to ensure project outcomes are achieved on time, on budget, to quality standards.

Key challenges

- Planning and prioritising conflicting deadlines in order to maintain high quality output in a demanding business environment.
- Producing useful, relevant and informative intelligence in an environment of disparate data and information from varying sources, and of varying formats, quality and contexts.
- Developing and maintaining a high level of analysis tool proficiency, and presenting analysis results in relevant, understandable and actionable formats to a disparate group of stakeholders.

Key relationships.

Who	Why
Internal	
Director Business Operations	<ul style="list-style-type: none"> • Undertake specialised projects and assist with the delivery of services in accordance with business objectives and strategies.
PWA Work Teams and Executive	<ul style="list-style-type: none"> • Provide expert advice and guidance on analytical and business processes to support improvements in efficiencies and knowledge retention. • Escalate issues, keep informed, advise, receive guidance and instructions. • Support team members in the domain and work collaboratively to contribute to achieving the teams business outcomes • Participate in meetings to share information and provide input on issues
Other stakeholders	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships. • Obtain and maintain the confidence and support of stakeholders.
Work Team	<ul style="list-style-type: none"> • Inspire and motivate team, provide direction and manage performance • Encourage team members to work collaboratively to achieve business outcomes • Guide, support, coach and mentor team members • Lead team meetings to obtain group perspective and share information • Support team members and work collaboratively to contribute to achieving the team's business outcomes
External	
Customers/ Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed. • Contribute to a client-focused approach to service delivery
Industry professionals	<ul style="list-style-type: none"> • Participate in forums, groups to represent the agency and share information
Vendors/Service Providers	<ul style="list-style-type: none"> • Liaise on contracts and service agreements to ensure compliance business operation requirements.

Role dimensions

Decision making

The role has significant autonomy in determining the appropriate approach to presenting information to stakeholders at all levels, undertaking analysis, managing workload and tasks and responding to queries.

Formal delegations are in line with Government and Departmental delegations.

Reporting Line

Senor Operations Manager

Direct reports

Nil

Budget/Expenditure

The role does not have a delegated budget; however, it must operate within the confines of financial delegations set by the Department and Government.

Key knowledge and experience

- Extensive and proven knowledge and experience in financial management, analysis and reporting
- Knowledge and experience using Microsoft Word, Excel, Microsoft Access, PowerPoint, Relational Database, SQL, SAP and Visio.
- Experience in data analysis, cleansing and manipulation skills.
- Managing the provision of accurate and timely advice and reports whilst maintaining compliance and consistency with departmental policy and procedures, legislative requirements (including Public Finance and Audit Act/Auditor-General) and Australian Accounting Standards.

Essential requirements

- Degree in Accounting or in a related discipline and/or demonstrated equivalent experience in finance, accounting and business/financial analysis.
- Current NSW Driver Licence and willingness to drive to and work in remote locations which may include overnight stays.
- Employment screening checks, security and other clearances and health assessments may be conducted.

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • 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

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<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
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Champion the use of innovative technologies in the workplace • Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies • Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes • Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes • Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies 	Advanced

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.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	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
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	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