

Role Description

Financial Services Officer

Cluster/Agency	Crown Solicitor's Office
Division/Branch/Unit	Financial and Support Services Unit
Location	60-7 Elizabeth Street Sydney
Classification/Grade/Band	Clerk Grade 1/2
ANZSCO Code	551111
Role Number	10000411, 10000413, 10000414, 10000209
PCAT Code	
Date of Approval	17 February 2015
Agency Website	www.cso.nsw.gov.au

Overview

The Crown Solicitor's Office (CSO) is the largest provider of legal services to the NSW Government and its agencies, and the sole provider of legal services in all matters which are regarded as being core to Government functions. The CSO provides core legal services to the NSW Government on a cost recovery basis and competes with the private sector for general legal work.

The CSO, headed by the Crown Solicitor, is a Public Service Executive agency related to the Department of Justice under the *Government Sector Employment Act 2013*. The CSO's business initiatives are linked to the Department's and Government's goals and directions in terms of the delivery of quality client services and responsiveness to the needs of the NSW Government and its agencies.

The CSO's vision is to be:

- the legal service provider of choice for NSW Government Agencies.
- the legal services employer of choice.

The CSO provides quality legal services to the NSW government and its agencies.

Legal services are provided to the clients of the Crown Solicitor through specialist Legal Practice Groups. The Crown Solicitor heads a Legal Practice Group focusing on Government Law issues. Other Legal Practice Groups are organised into four Legal Divisions, and each Division is headed by an Assistant Crown Solicitor. Each Legal Practice Group is headed by an executive lawyer at Director level.

The Corporate Services Division comprises: Finance and Support Services; Human Resources; Information Technology; Information Services and Marketing and Communications. The Division drives practice consistency and excellence in corporate service delivery. With a strong client focus, it delivers critical corporate functions to support the delivery of excellent legal services.

Primary purpose of the role

Undertake roles within Payables, Receivables and Invoicing areas, depending upon demand and workloads and in accordance with CSO policies and procedures, the Treasurer's Directions and the *Public Finance & Audit Act 1983* and ATO GST compliance requirements to contribute to achievement of Financial and Support services objectives and deliverables.

Key accountabilities

- Provide accurate and timely data entry, reconcile various accounts and creditor statements, prepare vouchers and invoices and maintain accurate accounting records for transactions processed in accordance with CSO's policies and procedures to support achievement of financial objectives.
- Contribute to completion of office projects such as the asset stocktake to support efficient operations.
- Book hire cars and make reservations for travel and accommodation for solicitors and external parties to attend legal proceedings or other official business to support administrative needs of these staff.
- Liaise with solicitors, administrative staff and external debtors/creditors/suppliers to provide information and assistance and follow up with account enquiries to ensure prompt payment of accounts.
- Maintain proper and adequate accounting records for transactions processed to ensure compliance with record keeping and accounting requirements

Key challenges

- Maintaining knowledge of regulations, Government policies, procedures and guidelines to ensure that the CSO's and Department's processing reflects current regulations, appropriate standards and best practice.
- Contributing to and maintaining a team-based culture to assist others given the need to ensure that work is undertaken in a collaborative manner.

Key relationships

Who	Why
Internal	
Financial and Support Branch members and other staff of CSO	Processing of transactions; referring matters back to Practice Groups for clarification to enable efficient processing; following-up outstanding information regarding outstanding payment vouchers, draft bills etc.
External	
Debtors, creditors and other Government agencies	Providing timely and accurate information in response to invoice requests for copies of CSO invoices and creditors seeking payment details on cheques.
Airline reservation staff, hire care companies, hotels and similar organisations	Book travel and accommodation

Role dimensions

Decision making

The Financial Services Officer acts within policy and procedural guidelines established for the CSO, the Treasurer's Directions and the Public Finance and Audit Act, 1983. The financial services officer assesses priorities of work to be undertaken on a daily basis.

Reporting





Will report to the Accounts Receivable Supervisor (Clerk Grade 5/6) or Accounts Payable Supervisor (Clerk Grade 5/6) depending on allocated work

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

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	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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 Act with Integrity	Foundational	Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Work Collaboratively	Foundational	Work as a supportive and co-operative team member, share information and acknowledge others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep team and supervisor informed of work tasks
Results Plan and Prioritise	Foundational	Plan and coordinate allocated activities Re-prioritise own work activities on a regular basis to achieve set goals Contribute to the development of team work plans and goal setting Understand team objectives and how own work relates to achieving these
Business Enablers Finance	Foundational	Understand that government services budgets are limited and must only be used for intended purposes Appreciate the importance of accuracy and completeness in estimating costs as well as calculating and recording financial data and transactions Be aware of financial delegation principles and processes Understand compliance obligations related to using resources and recording financial transactions