

Role Description

Senior Statutory Reporting Accountant

Cluster	Transport for NSW
Agency	Transport for NSW
Division/Branch/Unit	Corporate Services/Group Finance & Investment/Statutory Finance
Location	Sydney CBD (Lee St)
Classification/Grade/Band	Grade 8
Role Number	51019282 and 51019283
ANZSCO Code	221111
PCAT Code	1113404
Date of Approval	September 2019
Agency Website	www.transport.nsw.gov.au

Agency overview

Transport for NSW is the centrepiece of a re-shaped Transport Cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes.

Primary purpose of the role

Prepare financial information, analysis and notes, respond to internal and external financial reporting requests, assist with process improvement initiatives and liaise with management across agencies to ensure the Transport Cluster reporting timetable is adhered to and reports are compliant with accounting standards and legislative requirements.

Key accountabilities

- Assist with the preparation and consolidation of internal, external and statutory reports on a timely basis to ensure that all accounting standards and legislative requirements in relation to the Transport Cluster Consolidation are met.
- Analyse information, reports, ledgers and other accounting documentation to ensure completeness and accuracy, recommending appropriate actions and adjustments where required to facilitate planning and decision making.
- Continuously monitor ongoing reporting from agencies to ensure Transport Cluster accounting policies are consistently applied, that reports are accurate and timely to enable the Cluster consolidation to be accurately compiled.
- Work closely with Transport Cluster agencies to provide advice and guidance as required and to assist with resolution of issues to ensure they are able to provide accurate, timely and compliant reports for consolidation.
- Assist with the preparation of draft notes and disclosures to financial statements where required to comply with statutory requirements and inform management.
- Assist with developing and implementing policies, procedures and standards for preparation of input into statutory reporting to continually improve the quality, accuracy, efficiency and timeliness of reporting.

- Assist with process improvement initiatives, including the maintenance and development of financial systems (including SAP general ledger and BPC statutory reporting software), review and clean-up of master data and other cross-agency initiatives to improve the accuracy and efficiency of financial reporting processes.
- Where required, assist with accounting and reporting tasks for smaller entities) that are the responsibility of the Statutory Reporting, Cluster team (including Sydney Ferries and the Office of Transport Safety Investigations).

Key challenges

- The preparation under tight timeframes of accurate, considered and complete consolidated financial information, analysis and notes which meet all legislative and accounting requirements across a large number of agencies who undertake very different businesses, systems and practices.
- Maintaining currency of knowledge of best practice in financial reporting and ensuring Transport for NSW operates to best practice in a complex and constantly changing regulatory and legislative environment.
- Improving processes including reducing duplication, increasing standardisation, leveraging technology solutions, fostering and sharing innovation and increasing functional synergies across a large and diverse business base.

Key relationships

Who	Why
Internal	
Associate Director, Statutory Reporting (Cluster) and Director Statutory Finance	<ul style="list-style-type: none"> • Provide statutory accounting advice on complex financial matters. • Provide regular updates on key projects and programs, issues and priorities
Team members	<ul style="list-style-type: none"> • Exchange information; provide assistance and support • Work in a collegiate manner and resolve issues • Provide advice and guidance
Other divisions of TfNSW, other Transport operating agencies	<ul style="list-style-type: none"> • Engage with relevant transport industry agencies and Government representatives to ensure effective stakeholder management • Provide expert advice • Contribute to innovation and best practice in statutory reporting across the cluster.
External	
NSW Treasury, Department of Premier & Cabinet and the Audit Office, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations.	<ul style="list-style-type: none"> • Participate in forums, groups to represent agency and share information • Participate in discussions regarding innovation and best practice
Professional and industry colleagues	<ul style="list-style-type: none"> • Keep up to date with technical and professional developments; provide input to development of new standards.

Role dimensions

Decision making

As per the delegation level of the role.

Reporting line

Reports to the Associate Director, Statutory Reporting (Cluster)

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Relevant tertiary qualifications in accounting, business, commerce or similar discipline and membership of a recognised professional accounting body.

Detailed understanding of and extensive experience in the application of current statutory and financial reporting requirements





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	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	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 Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats • 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	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice where required
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Finance	Advanced	<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 direct provision or purchase of services • Understand and promote the role of sound financial management and its impact on organisational effectiveness • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement • Respond to financial and risk management audit outcomes, addressing areas of non-compliance