

# Role Description

## Finance Project Officer



Regional  
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regional Development and Programs
Location	Various
Classification/Grade/Band	Clerk Grade 7/8
Role Family	Bespoke/Finance and Economics/Delivery
ANZSCO Code	551211
PCAT Code	1223292
Date of Approval	May 2020
Agency Website	<a href="http://www.drnsw.nsw.gov.au">www.drnsw.nsw.gov.au</a>

### 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.

### Primary purpose of the role

The Finance Officer is responsible for supporting the branch in the management and coordination of financial systems including reporting and tracking finance activities across the Branch to maintain accurate and up to date records and compliance with statutory requirements.

### Key accountabilities

- Undertake monthly transactions reporting to managers and directors to assist them with expenditure tracking versus budget allocation and to ensure DRNSW finance compliance.
- Complete balance sheet reconciliations that are supported by the subsidiary ledger and proactively investigate and resolve anomalies identified in the preparation of reconciliations to ensure the continued integrity of general and subsidiary ledger and records.
- Coordinate month and year end processing and close procedures to ensure the completion of returns to central agencies including reconcile purchase orders and invoice payments.

- Collaborate with internal and external stakeholders to promptly resolve issues and respond to enquiries including assisting with cost center management and purchase order reporting.
- Maintain program financial record keeping in accordance with DRNSW policy and procedures.
- Coordinate contractual arrangements with procurement team to contribute to the delivery and success programs that meet stakeholder requirements and comply with government procedures, legislative requirements, and standards
- Support with branch forecasting of administration budgets for multiple regional programs
- Coordinate finance training for new starters and existing team members

## Key challenges

- Managing periods of high pressure within the work environment often driven by external non-negotiable deadlines
- Ensuring maintenance of internal controls

## Key relationships

Who	Why
<b>Internal</b>	
Business Manager, Director	<ul style="list-style-type: none"> <li>• Provide finance advice and support</li> <li>•</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Provide finance advice and support with reconciliations and monthly reporting</li> <li>• Provide advice on basic finance and procurement related policies and processes.</li> <li>• Exchange information and provide advice and support.</li> </ul>
<b>External</b>	
Suppliers and vendors	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

## Decision making

This role:

- Under direction from the Business Manager, is expected to operate with some degree of autonomy in respect to their day to day work priorities and workload management within agreed work plans
- Operates in structured operating environment that is subject to established policies procedures and practices underpinned by statutory requirements. The role has some capacity to adapt operating practices. Decisions which can be made by the role holder include prioritising own workload.
- Refers to the Manager issues that are contentious or require a higher level of delegation.

## Reporting Line

Business Manager

## Direct Reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Knowledge of financial and management accounting
- Relevant tertiary qualifications in accounting, business, or commerce fields and/or relevant experience

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way</li><li>• Support a culture of integrity and professionalism</li><li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li><li>• Recognise and report misconduct and illegal and inappropriate behaviour</li><li>• Report and manage apparent conflicts of interest and encourage others to do so</li></ul>	Intermediate
	 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"><li>• Focus on key points and speak in plain English</li><li>• Clearly explain and present ideas and arguments</li><li>• Listen to others to gain an understanding and ask appropriate, respectful questions</li><li>• Promote the use of inclusive language and assist others to adjust where necessary</li><li>• Monitor own and others' non-verbal cues and adapt where necessary</li><li>• Write and prepare material that is well structured and easy to follow</li><li>• Communicate routine technical information clearly</li></ul>
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"><li>• Seek and apply specialist advice when required</li><li>• Complete work tasks within set budgets, timeframes and standards</li><li>• Take the initiative to progress and deliver own work and that of the team or unit</li><li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li><li>• Identify any barriers to achieving results and resolve these where possible</li><li>• Proactively change or adjust plans when needed</li></ul>	Intermediate
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"><li>• Identify the facts and type of data needed to understand a problem or explore an opportunity</li><li>• Research and analyse information to make recommendations based on relevant evidence</li><li>• Identify issues that may hinder the completion of tasks and find appropriate solutions</li><li>• Be willing to seek input from others and share own ideas to achieve best outcomes</li><li>• Generate ideas and identify ways to improve systems and processes to meet user needs</li></ul>	Intermediate





## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Business Enablers</p>	<b>Finance</b>		
	Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> <li>• Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures</li> <li>• Understand the impacts of funding allocations on business planning and budgets</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action</li> <li>• Know when to seek specialist advice and support and establish the relevant relationships</li> <li>• Make decisions and prepare business cases, paying due regard to financial considerations</li> </ul>	Adept

## 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	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	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	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	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