

Role Description

Senior Finance Officer



Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Crown Solicitor's Office
Division/Branch/Unit	Finance and Support Services, Corporate Services Division
Role number	TBC
Classification/Grade/Band	Clerk Grade 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	261111
PCAT Code	1119192
Date of Approval	22 December 2022
Agency Website	www.cso.nsw.gov.au

Agency 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 exists to be the NSW Government's most trusted legal advisors. The core aims of the CSO are to deliver high-quality, cost-effective legal services, provide exceptional customer service to the NSW Government and its agencies and foster a culture of continuous improvement in the way we work.

The CSO, headed by the Crown Solicitor, is a Public Service Executive agency related to the Department of Communities and Justice under the Government Sector Employment Act 2013. For more information, go to www.cso.nsw.gov.au.

Primary purpose of the role

Proactively contribute to the team in delivering its assigned accountability within CSO's overall accounting, compliance and financial reporting processes and enable CSO to achieve budget performance and compliance with policies, statutory requirements and external regulators.

Key accountabilities

- Utilise appropriate systems and processes to review, maintain and manage accounting, trust and financial information with the end objective of facilitating a robust and consistent approach to financial management, transactions and reporting across the organisation and ensuring compliance with CSO objectives, government policy, accounting standards and statutory requirements.
- Develop and implement finance policies and accounting standards for CSO to ensure consistency in finance policy, protocols and reporting across divisions and compliance with legislative and regulatory requirements.
- Review budget performance and provide reporting and analysis specific to the team's role in CSO's end-to-end financial planning, budgeting, forecasting and reporting functions, to understand and optimise the whole of CSO financial position.

- Undertake analysis and review of management reports and identify critical financial issues and risks in order to generate strategic insights that support the business to optimise its financial position, protocols and internal processes.
- Provide high level expert advice to the Director, Finance and/or other key stakeholders on relevant financial matters to inform decision making, mitigate risk, and enable achievement of efficiency, savings targets and strategic outcomes.
- Design and implement strategies to educate relevant business areas to develop financial capability and improve confidence and accountability in financial business decision making, which promotes a consistent financial management approach across CSO.
- Establish and maintain effective working relationships with key internal and external stakeholders including senior managers and service delivery divisions to exchange information, obtain cooperation and support and provide financial advice.
- Work effectively with team members towards mutual continued development and to provide feedback to each other on tasks undertaken.

Key challenges

- Maintaining a detailed and current knowledge of NSW Trust legislation, the Government Sector Finance Act, the Australian Accounting Standards and Treasury Directions.
- Maintaining a detailed and current knowledge of management accounting and budgeting procedures and methodologies.
- Ensuring financial reporting and advice is accurate, reliable and high quality to support effective decision making.

Key relationships

Internal

Who	Why
Finance Director	<ul style="list-style-type: none"> • Report directly to Finance Director • Seek direction, advice and support • Provide information, updates and feedback
Team Members	<ul style="list-style-type: none"> • Provide information and advice • Provide an effective and valuable two way liaison
Other CSO Divisions	<ul style="list-style-type: none"> • Liaise to ensure the provision of timely and accurate advice when requested • Develop and maintain effective working relationships • Negotiate/agree on timeframes
External client contacts	<ul style="list-style-type: none"> • Liaise to ensure consistent engagement with service delivery planning • Develop and maintain effective working relationships • Negotiate/agree on timeframes
NSW Treasury and Audit Office of NSW	<ul style="list-style-type: none"> • Liaise to ensure the provision of timely and accurate information when requested. • Ensure internal compliance with applicable legislation and processes

Role dimensions

Decision making

Carries a high level of autonomy in setting own priorities, and those of any staff/project staff supervised, in alignment with management

Maintains a degree of independence to develop a suitable approach in managing the workload, as well as that of supervised staff, and provision of advice and recommendations as well as input to the development of relevant systems, frameworks, team planning and projects.

Determines own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own, and any staff supervised, workload.

Ensures recommendations are based on sound evidence, but at times may be required to use their judgment under pressure or in the absence of complete information or as a source of expert advice to internal stakeholders across the Department as well as externally to Ministerial level.

As necessary, consults with management on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that have far reaching implications with respect to resources or quality advice provision.

Reporting line

Director, Finance

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in Commerce or Finance or Economics and/or equivalent knowledge, skills and experience with demonstrated commitment to ongoing professional development.
- CA/CPA qualified with current professional membership

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
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Act with Integrity

Be ethical and professional, and uphold and promote the public sector values

- 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

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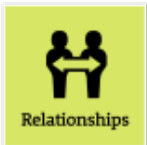


Value Diversity and Inclusion

Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives

- Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders
- Demonstrate cultural sensitivity, and engage with and integrate the views of others
- Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences
- Recognise and adapt to individual abilities, differences and working styles
- Support initiatives that create a safe and equitable workplace and culture in which differences are valued
- Recognise and manage bias in interactions and decision making

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Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

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Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

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Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Design and develop systems to establish and measure accountabilities
- Ensure accountabilities are exercised in line with government and business goals
- Exercise due diligence to ensure work health and safety risks are addressed
- Oversee quality assurance practices
- Model the highest standards of financial probity, demonstrating respect for public monies and other resources
- Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
- Incorporate sound risk management principles and strategies into business planning

Advanced



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk











- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

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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.

Capability group/sets	Capability name	Description	Level
	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	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	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