

Role Description

Manager, Planning and Management Reporting



Cluster	NSW Department of Premier and Cabinet
Agency	Australian Museum
Division/Branch/unit	Finance
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
ANZSCO Code	221111
Role Number	TBC
PCAT Code	1223292
Date of Approval	November 2019
Agency Website	http://australianmuseum.net.au/

Agency Overview

The Australian Museum (AM) operates within the NSW Department of Premier & Cabinet. The AM is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures and science accessible and relevant to everyone.

For more information, visit the website.

Primary purpose of the role

Support the Finance Team to deliver the AM's strategic plan, as it relates to Finance and support the business to ensure compliant budget submissions, accurate financial forecasts and budgeting process as well as the profitability of AM. The role oversees the Management reporting function and is responsible for the timely production of all internal financial reporting.

Key accountabilities

- Lead the development and implementation of methods and procedures for the preparation of budgets, both operating and capital. Recommend budgetary policies and practices and participate in developing long-term plans and financial models to improve planning and budgeting.
- Guide Divisions in the preparation of operating and capital budgets including forecasts and projections, business cases, management reports, as well the regular annual budget cycle.
- Review performance against budgets and prepare variation, control and statistical reports for executive management review. Provide advice and direction to managers to enable them to achieve AM objectives.
- Lead the development of management reporting systems and accounting methods to improve existing procedures or the communication of management information.
- Manage and develop Finance Business Partner, through coaching, feedback and guidance to ensure optimal performance or the Finance Business Partnering function.

Key challenges

- Providing financial advice and support to Directors and their key managers to enable them to effectively forecast and analyse the financial performance of the business, given the need to communicate complex and technical issues to individuals with varying degrees of financial knowledge
- Managing the accurate and timely submission of financial information, forecasts and budgets, given the competing priorities of budget holders, the business and other stakeholders

Key relationships

Who	Why
Internal	
Finance Manager	<ul style="list-style-type: none"> • Receive direction on AM's finances and financial strategy • Convey information on finance issues • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Contribute to decision making
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> • Provide quality financial advice. • Collaborate with to prepare budgets and forecasts and interpret financial results. • Support with respect to their financial information, submissions and business cases.
Finance Business Partner	<ul style="list-style-type: none"> • Guide, support, coach and mentor • Supervise to maintain the integrity of the reporting system, budgets and forecasts • Collaborate to provide a finance business partnering service to the whole of the AM • Guide and manage performance development
Finance Operations Manager	<ul style="list-style-type: none"> • Collaborate with to ensure AM budgets and financial data is accurately mapped and reported to Treasury
People & Culture team	<ul style="list-style-type: none"> • Collaborate with to ensure salaries are calculated correctly for budget setting purposes
External	
Other Government Agencies & Cultural Institutions	<ul style="list-style-type: none"> • Receive guidance and advice and exchange of information, collaborate on projects and programs • Consultation and information sharing on business improvement and policy programs and initiatives

Role dimensions

Decision making

- Determines day to day priorities, within the context of the overall business plan, project timetables and guidelines.
- Recommends changes to the financial reporting and budget management systems in collaboration with the Finance Manager
- Fully accountable for advice provided in relation to budgets, forecasts and financial reporting, ensuring all practices comply with the NSW Treasury standards and statutory requirements and the accuracy of information.

- Decisions which are referred to the Finance Manager include matters that may have a significant impact on AM's financial performance and reporting.

Reporting line

This role reports to the Finance Manager

Direct reports

Finance Business Partner

Budget/Expenditure

N/A

Essential requirements




- Tertiary qualifications with a CPA or CA qualification.
- Demonstrated experience in management reporting, budgeting & forecasting, and business partnering to executive management.
- Strong communication skills both written and verbal, ability to influence at all levels of the organisation
- Knowledge and experience in order to deliver the key accountabilities and perform to focus capabilities outlined in the role description.

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	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Capability Set	Capability Name	Level
 Occupation Specific	1. Management Accounting	Level 3
	2. Finance Business Partnering	Level 3

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 Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations
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 Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> 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	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Finance	Adept	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions Understand and apply financial audit, reporting and compliance obligations Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate Seek specialist advice and support where required Make decisions and prepare business cases paying due regard to financial considerations
Management Accounting	Level 3	<ul style="list-style-type: none"> Apply the principles of budgeting and forecasting to business planning and performance measurement Critically review and interpret forecast and budget data provided by non-finance staff, forecasting trends and analysing variances to prepare budget forecasts Identify relevant financial and non-financial data, both past and projected and locate additional financial data to develop comprehensive financial analyses

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Develop complex reports and analyses to enable informed decision making by management and/or other internal users • Present and interpret complex financial information and analysis to support organisation decision-making • Develop comprehensive budgets and forecasts in accordance with the procedures adopted by the organisation and consistent with sector standards
Finance Business Partnering	Level 3	<ul style="list-style-type: none"> • Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities • Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders • Provide appropriate, high quality, reliable and trusted financial management and accounting advice, coaching and counsel to business managers • Engage with managers to provide coaching and technical advice around financial controls and actions related to budget variances • Advise managers about the structure of financial delegations and the impacts of changes in government accounting policy or other financial issues which impact the business