

# Role Description

## Finance Systems Analyst

Cluster	Justice
Agency	Legal Aid NSW
Division/Branch/Unit	Finance
Location	Central Sydney
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
Role Number	FIN007
ANZSCO Code	552211
PCAT Code	1223592
Date of Approval	20 June 2017
Agency Website	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

### Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 22 regional offices in metropolitan and regional centres across NSW and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

### Primary purpose of the role

Assist the Systems Accountant to develop and maintain the Legal Aid NSW financial management and reporting systems to ensure timely, accurate, reliable and pertinent financial information for reporting and corporate financial decision making. The position will also contribute to the continuous development of the Legal Aid NSW Business Reporting framework by producing complex reports from multiple systems in use throughout Legal Aid NSW.

### Key accountabilities

- Provide an effective SAP support service in the AR, AP, FI, AA and CO modules
- Assist in the development of Business Reporting requirements using the SQL Server suite of products (SQL Server Management Studio, SQL Server Report Builder & SQL Server Reporting Services).
- Analysis of financial processes to identify, develop and support continuous Business Improvement.

- Develop and coordinate the delivery of training programs for the Legal Aid NSW financial management systems.
- Demonstrate commitment to achieving a high standard of quality in financial management service delivery by initiating and coordinating strategies to establish internal business partnerships; to develop the financial systems skills of managers and best practice strategies.
- Liaise with Information Technology Services and Records Branch to resolve technical issues and to enhance existing functions.
- Assist in the development and maintenance of an appropriate internal control environment and develop and maintain system documentation as appropriate.

## Key challenges

- The Finance Systems Analyst is challenged by the need to maintain an up to date knowledge of in house and ERP Business Systems (SAP) and the SQL Server suite of products, as well as keeping up to date with changes in project management methodologies, accounting standards, statutory requirements and reporting. The position is challenged by multiple disparate reporting requirements which must be met.
- Developing and maintaining analytical skills in order to interrogate data held in the various business systems in use throughout Legal Aid NSW
- Maintaining a high standard of system performance for what is a large, complex and crucial application system, with a minimum of downtime.
- Enhancing the knowledge of users of the Legal Aid NSW financial management and other systems throughout the organisation where users may have limited skills in the use of SAP and other Business Systems.
- Utilising the potential functionality of the financial management and other systems to their fullest potential.
- Participating in complex projects with tight timeframes and budgets.

## Key relationships

Who	Why
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• Systems Accountant</li> <li>• Director Finance</li> <li>• Finance Branch Staff</li> <li>• IT Services &amp; Records</li> </ul>	<ul style="list-style-type: none"> <li>• Direct supervisor that provides direction and advice.</li> <li>• Will either directly assign tasks or via Systems Accountant.</li> <li>• Provision of assistance with SAP and other business systems issues.</li> <li>• Exchange of knowledge and provide assistance with technical matters. Managing the integration of SAP with other business systems and reconciling and resolving issues.</li> </ul>
<ul style="list-style-type: none"> <li>• Regional Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of assistance with SAP and other business systems issues.</li> <li>• Managing the integration of SAP with other business systems and reconciling and resolving issues.</li> </ul>

## Role dimensions

### Decision making

N/A

### Reporting line

Systems Accountant

## Direct reports

Nil

## Budget/Expenditure

N/A

## Essential requirements





Tertiary qualifications in accounting or computing or equivalent and/or relevant experience

## 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](http://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	Adept
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Adept
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	<b>Finance</b>	<b>Adept</b>
	<b>Technology</b>	<b>Adept</b>
	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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>Support a culture of quality customer service in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and problems jointly</li> <li>Support others in challenging situation</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own and team/unit work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>Research and analyse information and make recommendations based on relevant evidence</li> <li>Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>Identify ways to improve systems or processes which are used by the team/unit</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures</li> <li>• 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</li> <li>• Understand and apply financial audit, reporting and compliance obligations</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</li> <li>• Seek specialist advice and support where required</li> <li>• Make decisions and prepare business cases paying due regard to financial considerations</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>