

Role Description

Finance Manager



Cluster	Treasury
Agency	Western City and Aerotropolis Authority
Division/Branch/Unit	Coordination & Operations
Location	Parramatta
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	a
PCAT Code	p
Date of Approval	16 December 2019
Agency Website	www.wcaa.sydney

Agency overview

The Western City & Aerotropolis Authority (WCAA) is leading the master planning and delivery of the Aerotropolis and will undertake planning for key strategic sites across the Western Parkland City, in collaboration with State and Commonwealth government agencies and with local councils.

The Aerotropolis will be a global employment centre attracting international investment and delivering jobs, education opportunities, and enhanced liveability for all residents of the Western Parkland City. The Authority reports to a Board and the Minister for Western Sydney. For more information please visit

<https://www.wcaa.sydney/>

Primary purpose of the role

Provides high level financial and management accounting services and advice for the Director Corporate Services, Chief Operations Officer and Chief Executive Officer while maintaining budget management and reporting systems to support the delivery of strategic financial operations for the Authority. The role has accountability for ensuring the Authority operates within approved control limits and meets all Treasury and statutory obligations relating to finance.

Key accountabilities

- Manages the Authority 's financial matters whilst ensuring we meet Treasury's and other requirements in relation to financial planning, monitoring and reporting. Proactively liaises with Treasury in relation to project initiatives and budgets to secure funding and sustain financial viability.
- Lead and manage the Authority's finance function to ensure compliance with Government policy and best practice. This includes managing external relationships including: shared service providers, external auditors and insurance providers.
- Establish and maintain financial management controls across to ensure effective financial management in line with delegations and legislative requirements.

- Evaluate business cases, funding submissions and provide recommendations and advice relating to commercial viability, impact on the net cost of services and allocation of funds to ensure consistency and best practice is applied.
- Lead and manage the preparation of quality, timely and accurate management and financial reports to the Chief Operating Officer and other Senior Executives to meet agency needs and statutory requirements, including Audit Committee requirements, and keep relevant groups informed of key developments and issues.
- Manage the Authority's preparation of annual budget submissions to meet legislative requirements and business management objectives. Prepare Budget Estimates documentation to assist the Chief Operating Officer with responses to finance related questions arising in the annual Budget Estimates Committee hearings.
- Review all Authority-related Cabinet and ERC submissions seeking additional funding and provide advice and work with the submitting party to ensure that the financial support sought is appropriate. Provide advice to the Chief Operating Officer on such matters.

Key challenges

- Adaptively manage the Authority's finances as programs and projects evolve in a dynamic and fastpaced environment.
- Improving the level of budget/forecast understanding and financial acumen across the Authority.
- Foster and encourage a strong working relationship between the Authority and Treasury to guarantee collaboration, participation and engagement.

Key relationships

Who	Why
Internal	
Chief Operating Officer	<ul style="list-style-type: none"> • Alert the Chief Operating Officer to issues which may escalate, or matters • which may have unforeseen impact on achievement of a particular initiative. • Communicate information related to performance against budget and potential variations which may impact on budgeting or budget performance • of the Authority. • Achieve endorsement of Financial/ Risk Management strategic and • corporate plans and goals, and prioritisation of strategic initiatives development and implementation.
Executive Team	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of • communication.
Team/Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set and manage performance and development requirements • Share information and encourage ideas to improve program outcomes
Manager	<ul style="list-style-type: none"> • Providing advice on issues management and responses

Who	Why
External	
Treasury NSW, NSW Audit Office, and other agencies	<ul style="list-style-type: none"> Develop and maintain effective working relationships so as to consult and negotiate on the preparation of responses to requests from other agencies
Shared service provider	<ul style="list-style-type: none"> Manage relationship with shared service provider (GovConnect) to ensure financial information is maintained in accordance with the Service Partnership Agreement with a continued focus on improvements in accuracy and timeliness.

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to the Executive decisions that require significant change to program outcomes or timeframes or are likely to escalate. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the Director.

Reporting line

Director Corporate Services

Direct reports

Various

Budget/Expenditure

As per delegations

Essential requirements

Appropriate tertiary qualifications or demonstrated, equivalent, relevant professional 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

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
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

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	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
Act with Integrity		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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
People Management Inspire Direction and Purpose	Adept	<ul style="list-style-type: none"> • Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation • Translate broad goals into operational needs and explain the links for the team • Link team performance goals to team/unit goals to ensure implementation of government policy • Ensure team objectives and outcomes lead to implementation of government policy • Recognise and acknowledge high individual/team performance
People Management Manage Reform and Change	Adept	<ul style="list-style-type: none"> • Actively promote change processes to staff and participate in the communication of change initiatives across the organisation • Provide guidance, coaching and direction to others managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these