

Role Description

Finance Business Partner



Regional
NSW

Cluster	Department of Regional NSW
Agency	Local Land Services
Division/Branch/Unit	Finance
Classification/Grade/Band	Advisory & Technical Stream LLS Grade 8
Role Family (internal use only)	Adapted/Finance & Economics/Deliver
ANZSCO Code	224311
PCAT Code	1119192
Date of Approval	July 2018 (updated January 2021)
Agency Website	http://www.lls.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility 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.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, and private native forestry.

Primary purpose of the role

The Finance Business Partner provides expert financial advice, reporting and accounting services and leads the financial management of business unit budgets through analysis, risk management and modelling to support objectives and inform effective decision making for the assigned business unit/s.

Key accountabilities

- Deliver best practice analysis disciplines including the provision of timely and accurate performance reports and commentary to monitor business unit performance and outlook, highlighting trends and analysing causes of unexpected budget variances.
- Develop and monitor key financial and non-financial performance indicators to provide key financial and business observations, insight and recommendations for further action.
- Formulate and prepare detailed project, program and business unit budgets, forecasts and models, aligned with organisational business plans and financial strategies, and in accordance with NSW Treasury directives and business requirements.
- Work in partnership with the business unit Director and senior managers providing financial advice to inform executive decision making and ensure they understand and are accountable to their performance metrics; and drive the development of sound business cases to support business initiatives.

- Identify financial risks and opportunities, provide expert advice and develop recommendations to enable informed and timely strategic decisions on risk mitigation and opportunity management.
- Manage and implement continuous business improvements to deliver efficiencies, cost saving strategies and revenue generating proposals, and quality solutions concerning business processes, procedures, pricing structures, tactics and strategies to optimise business and financial outcomes

Key challenges

- Obtaining and maintaining the confidence and support of clients, stakeholders and peers by ensuring the delivery of professional, contemporary, accurate and responsive recommendations and advice.
- Effectively balancing the complexity and diversity of financial management and business support priorities to achieve multiple, competing, non-negotiable deadlines in a decentralised and changing environment.
- Maintaining current knowledge of and compliance with public sector accounting standards and policy including relevant statutory and regulatory changes; and maintaining currency in financial modelling and statistical analysis methodologies

Key relationships

Who	Why
Internal	
Chief Financial Officer	<ul style="list-style-type: none"> • Receive guidance and direction, exchange information and advice. • Discuss contentious issues and develop solutions.
Business Unit Director and Management Team	<ul style="list-style-type: none"> • Provide expert advice and guidance on business performance, risks and opportunities. • Provide and analyse management reports
Finance Team	<ul style="list-style-type: none"> • Actively promote information sharing and learning. • Support collaboration, ensure key tasks are completed.
External	
NSW Department of Regional NSW	<ul style="list-style-type: none"> • Exchange information, provide advice and collaborate on projects.

Role dimensions

Decision making

The role operates with a high level of autonomy in respect to assigned operational areas, and is fully accountable for the quality, integrity and validity of the content of advice provided.

Reporting line

Chief Financial Officer

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant financial qualifications or extensive relevant practical experience.
- Experience in providing strategic financial analysis, high level financial advice and reporting in an environment of change, evolution and growth

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.

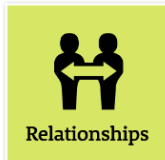
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• 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	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement• Actively seek, reflect and act on feedback on own performance• Translate negative feedback into an opportunity to improve• Take the initiative and act in a decisive way• Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation	Advanced



Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

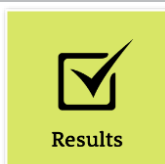
Advanced

Commit to Customer Service

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

- Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience
- Ensure systems are in place to capture customer service insights to improve services
- Initiate and develop partnerships with customers to define and evaluate service performance outcomes
- Promote and manage alliances within the organisation and across the public, private and community sectors
- Liaise with senior stakeholders on key issues and provide expert and influential advice
- Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches
- Ensure that the organisation's systems, processes, policies and programs respond to customer needs

Advanced



Demonstrate Accountability

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

- Assess work outcomes and identify and share learnings to inform future actions
- Ensure that own actions and those of others are focused on achieving organisational outcomes
- Exercise delegations responsibly
- Understand and apply high standards of financial probity with public monies and other resources
- Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety
- Conduct and report on quality control audits
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks

Adept

Finance

Understand and apply financial processes to achieve value for

- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management

Advanced



money and minimise financial risk

- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

Project Management

Understand and apply effective planning, coordination and control methods






- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

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	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
 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
Occupation specific capability set			
 Finance	Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	Level 3