

Role Description

Senior Management Accountant

Cluster	NSW Health
Agency	Health Professional Councils Authority
Division/Branch/Unit	Health Professional Councils Authority (administrative unit of HAC) / Health System Support
Location	Sydney
Classification/Grade/Band	Clerk Grade 9/10
Role Number	702810, 702811
ANZSCO Code	221112
PCAT Code	3333337
Date of Approval	October 2019
Agency Website	www.health.nsw.gov.au

Agency overview

The Health Professional Councils Authority (HPCA) is an administrative body of the Health Administration Corporation and is an executive agency of the Ministry for Health. The HPCA provides regulatory services and the administrative and functional support to 15 New South Wales Health Professional Councils.

The Councils operate in conjunction with the Health Care Complaints Commission to protect the public. The HPCA is a rewarding organisation offering cultural diversity and flexible working conditions whilst continually promoting NSW Health CORE values.

For more information go to www.health.nsw.gov.au and www.hpca.nsw.gov.au

Primary purpose of the role

The Senior Management Accountant supports the Principal, Budget and Reporting in providing expert budgeting, financial analysis and forecast, and in managing financial and other information necessary for the timely distribution of regular management reports to a portfolio of NSW Health Professional Councils.

The incumbent will be responsible for implementing the budget cycle, forecasting, financial modelling and analysis, and regular reporting against budget for specified Councils.

Key accountabilities

- Working with the Principal - Budget and Reporting to provide management accounting advice and services and partnering with a portfolio of Councils, the HPCA and other key stakeholders. This includes expert advice and recommendations based on knowledge of HPCA and Council operations.
- Partner with key stakeholders to produce and present the annual budgets and forward year cash projections, and regular forecasts for a portfolio of Councils. Manage the payments process for Council and

Hearing members, and other financial and related processes in consultation with the financial accounting team and business managers. This includes the cost allocation methodology applied to labour and other shared and overhead costs.

- Manage the production of monthly and ad-hoc management reports including financial analysis and forecasting, and narratives for specified Councils.
- Identify, implement and monitor revenue, cost management and other strategies to ensure Councils achieve or exceed annual financial objectives. This includes supporting the development of policies and procedures in consultation with Business Improvement Manager and other stakeholders.
- Conduct financial evaluations, due diligence reviews and development of business cases for specified HPCA and Council operations.
- Work with the Principal – Budget and Reporting and the Business Improvement Officer to manage information systems and reporting tools, including providing input into system enhancements.
- Prepare high quality internal and external correspondence, reports, submissions and briefings as required.

Key challenges

- Ensuring the provision of considered, strategic advice and solutions on complex and sensitive financial issues, often within short timeframes
- Interpreting and communicating financial management results to various stakeholders within the HPCA and Councils who have varying degrees of financial knowledge
- Developing a service-based model to provide a high level of service to all Councils. This will require collaborating and partnering and also meeting a diverse set of requirements that can vary significantly across the Councils and building and implementing new processes and tools to support HPCA and Councils.

Key relationships

Who	Why
Internal	
Key staff and managers within the Health Professional Councils Authority	<ul style="list-style-type: none"> • Receive and provide guidance; provide expert advice; exchange information; consult and collaborate on key issues, initiatives and projects
Executive Officers and Council teams	<ul style="list-style-type: none"> • Receive and provide guidance; provide expert advice; exchange information; consult and collaborate on key issues, initiatives and projects • Provide advice and analysis on a range of financial performance and funding issues
HPCA finance team	<ul style="list-style-type: none"> • Review the work of team members, provide direction and manage staff performance • Resolve and provide solutions to issues
Presidents and members of the NSW Health Professional Councils	<ul style="list-style-type: none"> • Provide and seek information and advice regarding financial activities; resolve and clarify issues
External	
NSW Government agencies including the Ministry of Health, HealthShare	<ul style="list-style-type: none"> • Engagement and consultation on strategy, policy and projects and maintain collaborative relationships

Who	Why
NSW, eHealth, NSW Treasury and the NSW Audit Office	
Australian Health Practitioners Regulation Agency and the Health Care Complaints Commission	<ul style="list-style-type: none"> Engagement and consultation on strategy, policy and projects and maintain collaborative relationships

Role dimensions

The decision making required of the role relates to:

- Day to day decisions relating to work priorities and workload management.
- Identification of improvements to financial and reporting processes and practices to ensure the efficient and effective reporting function.
- Deciding the content of advice and information provided to the HPCA and Councils
- Managing change, taking ownership for assigned work and issues as they arise, and being proactive in suggesting new policies, strategies and processes to improve performance or address issues.

The role refers the following decisions:

- Approval of financial policies and procedures, and application of new or revised accounting standards
- Any decision that will substantially alter the outcomes or timeframe of a project
- Major issues or conflicts arising in the course of project and other duties
- Matters requiring a higher delegated authority such as approval for expenditure and/or travel.

Reporting line

Manager, Budget and Reporting

Direct reports

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Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualification and eligibility or near eligibility for membership of a recognised professional accounting body such as CPA Australia or Institute of Chartered Accountants in Australia or equivalent experience.
- Knowledge and understanding of budgeting, financial management reporting and management accounting concepts, preferably in a multi-entity environment with cost allocations and partnering with key stakeholders while maintaining collaborative and effective relationships.
- Strong analytical and conceptual skills, including the ability to analyse and interpret information from different sources to proactively identify issues and formulate pragmatic, business focused strategies to address them

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

This role also utilises an occupation specific capability set which contains information from the NSW Public Sector Finance Professionals Capability Set. The capability set is available at www.psc.nsw.gov.au/sector-support/capability-framework/access-the-capability-framework/occupation-specific/occupation-specific

Capability summary


The full list of capabilities and the level required for this role are set out below. The focus capabilities appear in bold. 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	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	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	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

Occupation / profession specific capabilities

Capability Set

 Occupation Specific	Management Accounting	Level 3
	Finance Business Partnering	Level 3
	Financial Accounting and Statutory Reporting	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	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
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	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 Delivers 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
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> Identify and share business process improvements to enhance effectiveness 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 Manage and Develop People	Adept	<ul style="list-style-type: none"> Define and clearly communicate roles and responsibilities to achieve team/unit outcome Negotiate clear performance standards and monitor progress Develop team/unit plans that take into account team capability, strengths and opportunities for development Provide regular constructive feedback to build on strengths and achieve results Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way Monitor and report on performance of team in line with established performance development frameworks
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

Occupation specific capability set (NSW Public Sector Finance Professionals Capability Set)

Capability Name	Level	Behavioural Indicators
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• 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