

Role Description

Financial Accounting Officer

Agency	NSW Electoral Commission
Division//Unit	Corporate, Finance Unit
Location	Sydney, NSW
Classification/Grade/Band	Clerk Grade 7/8
Date of Approval	26 August 2016
Agency Website	elections.nsw.gov.au
Position Code	P00010

Agency overview

The New South Wales Electoral Commission exists to deliver trusted and independent systems, processes, oversight and engagement that support democracy in New South Wales.

Our vision is to maintain confidence in the integrity of the democratic process and make it easy for people to understand and participate.

Our work includes:

- running elections
- communicating with and engaging the public
- providing trusted processes for political participants (including candidates, parties, donors, third-party campaigners, lobbyists and associated entities) to comply with their legal obligations, and regulating their compliance
- supporting transparency by overseeing and publishing disclosures of political donations and expenditure and registers of political parties, candidates, agents, third-party campaigners, political lobbyists and associated entities; advising on and advocating for improvements to legislation
- investigating possible offences and enforcing electoral laws.

The NSWEC staff agency is headed by the NSW Electoral Commissioner, who also sits on the three-member NSW Electoral Commission, which enforces electoral legislation.

Our four Divisions - Elections, Funding Disclosure & Compliance and General Counsel, Information Services and Corporate - collaborate closely, to enable us to deliver end-to-end democratic processes and effective engagement with our stakeholders and audiences.

Our strong and positive working culture is reflected in our organisational behaviours - Collaborative, Customer-centred; Solution focused, Transparent and Responsive - and anchored in the NSW Public Service values of Integrity, Trust, Service and Accountability.

Primary purpose of the role

The Financial Accounting Officer provides financial accounting services, monitoring, reporting and support in line with Australian Accounting Standards and NSW Government legislation, policies and guidelines.

Key accountabilities

- Daily, monthly and yearly financial accounting activities in line with business requirements, Australian Accounting Standards and NSW Government legislation, policies and guidelines.
- Contribute to the development of, and ensure ongoing compliance with, internal financial controls to maintain the integrity of financial data for management reporting and audit requirements.
- Continually monitor, check, analyse and investigate financial data including invoices, accounts receivable, accounts payable, payroll and balance sheets to ensure accuracy, and identify and address anomalies/exceptions.
- Prepare monthly, annual and ad hoc financial statements and reports to inform business decisions and meet statutory requirements.
- Contribute to the effective management of the Agency's fixed assets by processing Fixed Assets depreciation, maintaining the Fixed Assets register, undertaking asset stocktake, and preparing certificate and report in line with Treasurer's Directions.
- Manage the general ledger and subsidiary ledgers including review and approval of entries and monthly reconciliations to ensure the accuracy and integrity of the Agency's financial data.
- Take a proactive approach to collaboration and information sharing across the function and wider organisation. Work closely with the Finance Analyst to provide meaningful and timely reports and support other colleagues to achieve corporate goals.

Key challenges

- Managing significant fluctuations in workload and high volumes of work in order to meet statutory deadlines during major event cycles.
- Managing higher levels of complexity due to broader business reporting requirements during an election cycle.
- Balancing business pressures and timeframes with compliance requirements in a highly regulated and politically sensitive environment.

Key relationships

Who	Why
Internal	
Director, Finance / CFO	<ul style="list-style-type: none">• Receive guidance and instructions relating to function strategy, objectives, values and change imperatives
Manager Finance Operations	<ul style="list-style-type: none">• Receive guidance, support and feedback relating to function goals, business issues and performance in the role• Provide advice and recommendations on issues, risks, priorities and results
Senior Financial Accountant	<ul style="list-style-type: none">• Receive advice relating to finance and accounting issues• Receive support and guidance on priorities and workflows
Finance team	<ul style="list-style-type: none">• Collaborate to ensure alignment and integration with other Finance projects and processes• Support to manage team workload and achieve team objectives
Key stakeholders	<ul style="list-style-type: none">• Communicate financial requirements, share information, facilitate effective financial management and collaborate to solve problems

Who	Why
External	
NSW Audit Office	<ul style="list-style-type: none"> • Provide responses to enquiries as required.
NSW Tax Office	<ul style="list-style-type: none"> • Liaise to understand and comply with state and federal government tax acts

Role dimensions

Decision making

The Financial Accounting Officer is responsible for decisions relating to the day-to-day management of own workload and stakeholder requirements. In addition, judgement is used in analysing and overcoming problems within established frameworks including internal financial frameworks and controls, legislation, policies, procedures and guidelines. Guidance is sought from the Manager Finance Operations on complex or sensitive issues that are not readily resolved using existing guidelines, in situations where a team approach is required or when risks or breaches have been identified.

Reporting line

Direct – Manager Finance Operations

Indirect - Senior Financial Accountant

Direct reports

N/A

Budget/Expenditure

N/A

Essential requirements

Relevant tertiary qualification.

Professional membership such as CPA, CA or equivalent.

Experience working in an accounting firm or finance branch of business or government department.

Politically neutral with no affiliation to political parties or lobbyists/campaigners.

Satisfactory Criminal Record check result.





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	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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

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	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • 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
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
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 option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
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

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• 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