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| **Cluster** | Stronger Communities  |
| **Department** | Department of Communities and Justice |
| **Division/Branch/Unit** | Corporate Services/Finance Procurement and Strategy/Financial Management and Reporting |
| **Location** | Sydney |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **Role Number** | TBA |
| **ANZSCO Code** | 221111 |
| **PCAT Code** | 1223192 |
| **Date of Approval** | 18 December 2019  | **Ref:** |
| **Agency Website** | www.dcj.nsw.gov.au |

**Agency overview**

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

# Primary purpose of the role

The role is responsible for supporting the management of the Department’s financial reporting function. Oversee the delivery of:

Month end close process including the co-ordination of reconciliations

Quality balance sheet reconciliations prepared by the Department’s shared service provider

Cluster and Department daily, monthly, quarterly and annual cash flow

Monthly Treasury and grant accounting

The role also includes the responsibility of managing continuous improvement in financial operations and internal controls; financial procedures development and maintenance; development and maintenance of internal and external auditor’s relationships.

Provide advice and support to the Director Financial Management and Reporting.

Manage the Department’s financial operations function to ensure a high quality of financial reporting and accounting services are delivered with strategic alignment to the department’s organisational objectives.

# Key accountabilities

* Interpret accounting and legislative department policies and co-ordinate with Shared Service Providers in developing and implementing procedures to ensure compliance.
* Manage the Government’s approved bankers and financiers.
* Manage the taxation service providers to ensure timely and relevant tax services.
* Manage the preparation and risk analysis of the balance sheet for the Director Financial Management and Reporting to facilitate effective decision making with the aim of achieving the Departments goals and objectives on critical issues related to the Department’s financial operations, related policy, and help manage corporate risk.
* Develop the Department’s capacity to analyse and improve its operational performance through sound financial management practice.
* Align the use of financial resources with the Department’s corporate and business goals and ensure financial operations area operates within budget allocation and available resources.
* Support the delivery of information requirements to the internal and external auditors and manage the implementation of recommendations identified through internal and external audits.
* Co-ordinate with the other financial management and reporting areas to develop and maintain the content on the Financial Management and Reporting intranet.

# Key challenges

* Delivering upon the financial objectives of the Department and coordinating with necessary stakeholders to ensure sufficient alignment in activities in a dynamic work environment with competing priorities.
* Manage ad hoc project related work across the broader group such as closure/transfer of entities; implementation of Blackline and undertake ad-hoc requests for information/analysis based on four ERP systems.
* Identifying and escalating emerging service issues requiring Director level resolution and providing strategic advice to senior stakeholders regarding service delivery improvement.
* Lead the implementation of systems and frameworks and support their development to define and report upon the performance of the Department, including partnership arrangements, service delivery and client satisfaction.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| **Director Financial Management and Reporting** | Provide key information, recommendations and advice on strategic and tactical finance issues to achieve successful outcomes and corporate objectives. |
| **Senior Executives and Business Centre Managers** | Build cooperative working relationships, negotiate and influence service delivery and ensure client focused delivery. |
| **Staff** | Implement work priorities for staff, communicate strategic direction and provide reporting of performance. |
| **External** |  |
| **Central Agencies e.g. Treasury NSW** | Provide informed appropriate responses to issues. |
| **External agencies and Stakeholders e.g. Auditors, bank and suppliers** | Build cooperative working relationships, negotiate and influence service delivery and ensure client focused delivery. |
| **Cluster Agencies** | Build cooperative working relationships, negotiate and influence service delivery and ensure client focused delivery. |

# Role dimensions

## Decision making

The role will report to and provide key reporting advice to the Director Financial Management and Reporting.

The role must comply with accounting standards, Treasury directives, circulars and policies, and implement relevant audit recommendations.

The role identifies issues, supports the development of options, plans, and recommendations based on professional judgement and expertise.

## Reporting line

Director Financial Management and Reporting

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## Direct reports

There are 6 direct reports

## Budget/Expenditure

Nil.

# Essential requirements

Tertiary qualifications in Accounting, Business, Commerce or related discipline, or demonstrated equivalent experience.

Professional accounting qualifications – CAANZ or CPAA or equivalent > 5 years.

Extensive work experience in financial management operations, cash flow management and liaising with a shared service provider.

Sound knowledge of Australian Accounting Standards, including the latest current and future developments.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <https://www.psc.nsw.gov.au/workforce-management/capability-framework>

This role also utilises the Financial Professionals Capability Set. The capability set is available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/access-the-capability-framework/occupation-specific/occupation-specific>

## 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** |
|  | Display Resilience and Courage | Adept |
|  | **Act with Integrity** | **Advanced** |
|  | **Manage Self** | **Advanced** |
|  | Value Diversity | Adept |
|  | **Communicate Effectively** | **Advanced** |
|  | Commit to Customer Service | Adept |
|  | Work Collaboratively | Adept |
|  | **Influence and Negotiate** | **Adept** |
|  | Deliver Results | Adept |
|  | **Plan and Prioritise** | **Advanced** |
|  | **Think and Solve Problems** | **Advanced** |
|  | Demonstrate Accountability | Adept |
|  | **Finance** | **Advanced** |
|  | Technology | Adept |
|  | Procurement and Contract Management | Adept |
|  | Project Management | Adept |
|  | **Manage and Develop People** | **Adept** |
|  | Inspire Direction and Purpose | Adept |
|  | Optimise Business Outcomes | Adept |
|  | Manage Reform and Change | Adept |
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| Occupation / profession specific capabilities |

| **Capability Set** | **Category and Sub-category** | **Level**  |
| --- | --- | --- |
|  | Financial Accounting and Statutory Reporting | Level 3 |
|  | Taxation | Level 2 |
|  | **Finance Operations and Systems** | **Level 4** |
|  | **Finance Strategy, Governance and Risk Management** | **Level 2** |

## 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** Act with Integrity | Advanced | Model the highest standards of ethical behaviour and reinforce them in othersRepresent the organisation in an honest, ethical and professional way and set an example for others to followEnsure that others have a working understanding of the legislation and policy framework within which they operatePromote a culture of integrity and professionalism within the organisation and in dealings external to governmentMonitor ethical practices, standards and systems and reinforce their use* Act on reported breaches of rules, policies and guidelines
 |
| Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievementActively seek, reflect and act on feedback on own performanceTranslate negative feedback into an opportunity to improveMaintain a high level of personal motivationTake the initiative and act in a decisive way |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomes* Write fluently and persuasively in a range of styles and formats
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| Influence and Negotiate | Adept | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensusRecognise and explain the need for compromiseInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relations with internal and external stakeholdersPre-empt and minimise conflict |
| **Results**Plan and Prioritise | Advanced | Understand the links between the business unit, organisation and the whole-of-government agendaEnsure business plan goals are clear and appropriate including contingency provisionsMonitor progress of initiatives and make necessary adjustmentsAnticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriatelyConsider the implications of a wide range of complex issues, and shift business priorities when necessaryUndertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning |
| Think and Solve Problems | Advanced | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutionsTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to systems, process and business improvementsImplement systems and processes that underpin high quality research and analysis |
| **Business Enablers**Finance | Advanced | Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and managementIdentify and analyse trends, review data and evaluate business options to ensure business cases are financially soundAssess relative cost benefits of direct provision or purchase of services Understand and promote the role of sound financial management and its impact on organisational effectivenessInvolve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvementRespond to financial and risk management audit outcomes, addressing areas of non-compliance |
| **People Management**Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomeNegotiate clear performance standards and monitor progressDevelop team/unit plans that take into account team capability, strengths and opportunities for developmentProvide regular constructive feedback to build on strengths and achieve resultsAddress and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective wayMonitor and report on performance of team in line with established performance development frameworks |

| **Occupation / profession specific capabilities** |
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| **Group and Capability** | **Level** | **Behavioural Indicators** |
| --- | --- | --- |
| **Finance**Finance Operations and Systems | **Level 4** | * Monitor and identify opportunities to enhance financial system capabilities to support finance functions
* Encourage feedback to assess adequacy of finance and accounting systems and reporting from other finance areas and senior organisational leadership
* Implement and monitor appropriate financial system management policies, protocols and controls
* Review and attest to compliance of a broad range of policies, protocols and processes in the operation of financial systems or transaction processing
* Review and analyse specifications for finance information systems and develop technically sound processes and systems updates to maintain system integrity and align with business needs
* Apply current knowledge of emerging technologies in financial systems to provide improvements to systems or transactional processes
* Implement controls and feedback mechanisms to test accuracy and completeness of financial processes within the organisation
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