# Role Description

# Senior Advisor, Finance Business Partnering

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| **Role Description Fields** | **Details** |
| **Cluster** | **Premier and Cabinet** |
| **Department/Agency** | **Premier's Department** |
| **Division/Branch/Unit** | **People and Operations Group / Finance, Strategy and Performance** |
| **Role number** | **TBC** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **132211** |
| **PCAT Code** | **1223392** |
| **Date of Approval** | **October 2022** |
| **Agency Website** | [**https://www.nsw.gov.au/premiers-department**](https://www.nsw.gov.au/premiers-department) |

## Agency overview

The Premier’s Department is connecting to deliver from the heart of government.

* Leads the NSW public service by fostering a culture of service and collaboration, promoting strong public sector performance and promoting the voice of Aboriginal people and communities across the sector. ​
* Ensures a whole of government response to urgent issues and crises by coordinating cross-agency responses to support our communities when they need it most. ​​
* Delivers government priorities and election commitments, including complex, multi-agency projects.​

For more information go to <https://www.nsw.gov.au/premiers-department>

## Primary purpose of the role

Act as a key business partner to Senior Executives and their staff by providing financial information, tools, analysis and insight to budget holders to support informed management decisions.

## Key accountabilities

* Provide high level strategic, tactical and operational advice to inform management decision making on day to day, longer term program goals and initiatives reliant on sustainable and effectively managed financial resourcing.
* Ensure dissemination, explanation and analysis of quality, timely and accurate financial management reports to Groups to inform and support management decision making.
* Identify business needs for assistance with annual budget preparation, forecasts and regular progress reporting and ensure appropriate support is provided
* Evaluate business cases and funding submissions and provide recommendations and advice on impact on net cost of services and allocation of funds to ensure consistency and best practice.
* Facilitate the link between corporate finance specialist teams and budget managers by coordinating appropriate access to support and ensuring effective communication on business issues and corporate finance policies and requirements.
* Provide mentoring, advice and guidance to Finance Business Partnering team members to support their operational and project activities.

## Key challenges

* Pre-empting and identifying existing and emerging financial issues and providing considered solutions that will be relied upon by the budget holder to inform directions and decisions
* Influencing budget holders to manage their resources within set budgets, frameworks and performance standards and broker solutions when concerns arise

## Key relationships

**Internal**

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| Who | Why |
| Associate Director, Finance Business Partnering | * Receives guidance and support, provide expert advice and exchange information |
| Deputy Secretaries, Executive Directors | * Provide strategic advice, support and coaching on financial issues |
| Finance Strategy and Performance team and other DPC units | * Maintain effective working relationships through collaboration and communication to facilitate a consolidated approach to business outcomes |

**External**

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| Who | Why |
| Other NSW Government agencies and DPC vendors | * Advise, consult and negotiate and establish and maintain constructive working relationship * Establish networks to enable performance benchmarking, monitor market trends and maintain currency in best practice project accounting approaches. * Collaborate on cross agency or whole of government projects/programs |

## Role dimensions

### Decision making

• The role is an authoritative source of advice for internal stakeholders on budgets development, forecasting and financial management activities  
• Day to day independence in setting work priorities within agreed parameters, organising and managing own workload and allocation of tasks to any reporting staff.  
• Decisions which are referred to the Associate Director, Financial Business Partnering include issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management.

### Reporting line

The Senior Advisor, Finance Business Partnering reports to the Associate Director, Finance Business Partnering

### Direct reports

The role of Assistant Advisor, Finance Business Partnering may report to this role on day-to-day operational or project activities

### Budget/Expenditure

Nil

## **Key knowledge and experience**

* Demonstrated experience in partnering with business/leadership teams to provide financial management reporting, assist with budget preparation and forecasting
* Demonstrated skills and experience in building effective, collaborative partnerships with a wide range of internal stakeholders

## Essential requirements

* Tertiary qualification in accounting or equivalent and/or extensive relevant experience

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| **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 | 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 |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| results | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
| business-enablers | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | 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 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 | Advanced |
| people-management | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworks  Look for ways to develop team capability and recognise and develop individual potential  Be constructive and build on strengths by giving timely and actionable feedback  Identify and act on opportunities to provide coaching and mentoring  Recognise performance issues that need to be addressed and work towards resolving issues  Effectively support and manage team members who are working flexibly and in various locations  Create a safe environment where team members’ diverse backgrounds and cultures are considered and respected  Consider feedback on own management style and reflect on potential areas to improve | Intermediate |

## Occupational Specific Focus Capabilities

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| finance-professionals-capability-set | **Financial Strategy, Governance and Risk Management**  Establish effective and appropriate governance, assess the organisation’s strategic financial position, and ensure effective investment and financing decisions | Monitor and reinforce continuous compliance with the internal financial control systems  Provide quality advice and interpretation regarding funding allocations, program evaluation processes, and the financial implications of operational strategies  Implement financial policies and controls to support the strategy formation processes, including data gathering structures, SWOT analysis and other strategic planning techniques  Identify trends and innovations in professional financial control practice to support program evaluation and stronger commercial focus for government  Prepare or evaluate complex business cases, financial proposals, cash flow and working capital analyses and identify, analyse and advise on financial instruments to minimise risk  Provide technical subject matter input into the development of new finance policies or controls  Provide advice on financial risk management and provide constructive challenges to risk mitigation strategies | Level 3 |
| finance-professionals-capability-set | **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 | 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 | Level 3 |
| finance-professionals-capability-set | **Finance Business Partnering**  Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives | Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities  Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders  Provide appropriate, high quality, reliable and trusted financial management and accounting advice, coaching and counsel to business managers  Engage with managers to provide coaching and technical advice around financial controls and actions related to budget variances  Advise managers about the structure of financial delegations and the impacts of changes in government accounting policy or other financial issues which impact the business | Level 3 |

## 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.

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| **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 |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |

## Occupational Specific Complimentary Capabilities

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| finance-professionals-capability-set | Financial Accounting and Statutory Reporting | Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements | Level 3 |
| finance-professionals-capability-set | Finance Operations and Systems | Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes | Level 3 |