

Role Description

Financial Accountant



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/ Branch/Unit	Financial & Operations Group
Classification/Grade	Grade 5/6
ANZSCO Code	221111
PCAT Code	2119192
Date of Approval	May 2020
Agency Website	www.treasury.nsw.gov.au

Why NSW Treasury

NSW Treasury leads the economic, jobs and investment conversation across New South Wales (NSW). From its position at the centre of government, Treasury drives the economic development strategy to guide the State's growth for the benefit of the people who live, work and study in NSW. Its work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards, now and into the future.

We're committed to building a culture of highly engaged and talented people, all working together in a collaborative and high-performance culture that facilitates career mobility and diversity. Our culture is underpinned by the NSW Public Sector core values of Excellence in Service, Integrity, Accountability and Trust and a clear set of expected behaviours. Look at the NSW Treasury website: <https://www.treasury.nsw.gov.au/about-treasury/about-nsw-treasury>. Also, see why you should work for NSW at <https://iworkfor.nsw.gov.au/why-work-for-nsw>

Primary purpose of the role

As the Financial Accountant, your role is to contribute and provide assistance in all financial accounting functions and help ensure legislature reporting requirements are met for all reporting entities managed by Treasury Finance.

Key accountabilities

- Contribute to the monthly and yearly financial accounting and reporting processes
- Contribute to the maintenance of high level of data integrity and quality accounting records
- Assist in the preparation of annual financial statements, notes and accompanying work papers
- Assist within the team to meet cyclical workflow deadlines and any other duties as required
- Maintain good working relationships with all internal and external stakeholders.

Key challenges

- Keep abreast of Australian Accounting Standards and NSW Government accounting policies and practices to ensure high quality in reporting
- Contribute to the delivery of financial statements; meeting statutory reporting deadlines
- Establish and maintain professional working relationships with all stakeholders
- Have a proactive approach to the identification and improvement of accounting processes and procedures; increase operational efficiency and internal control practices
- Ability to manage an environment of competing priorities and deadlines.

Key relationships

Who	Why
Internal	
Financial Accountant/Senior Financial Accountant	<ul style="list-style-type: none">To receive guidance, advice and feedback on performance and exchange information.
Colleagues	<ul style="list-style-type: none">To share information and collaborate on tasks as required.
External	
Key external stakeholders, including Audit Office, other government agencies	<ul style="list-style-type: none">Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation and engagement.

ROLE DIMENSIONS:

Decision making

This role:

- Manages day to day transactions of various financial activities and the related financial accounting for the entities managed by the team
- Identifies changing priorities to meet reporting requirements
- Makes decisions based on the duly consultations with the senior officers of the team.

Reporting line

This role reports to the Senior Financial Accountant

Essential requirements



- Knowledge of Australian Accounting Standards and NSW Government accounting policies and practices
- Demonstrated experience in the preparation and analysis of financial statements
- Demonstrated ability to meet tight deadlines and work collaboratively to complete team deliverables
- Solid communication skills, both verbal and written
- High level interpersonal skills; ability to establish and maintain professional working relationships with all stakeholders
- Tertiary qualifications in Commerce / Finance and/or related discipline
- Member of a professional accounting body is highly desirable

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

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	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 Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Personal Attributes Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results and Plan Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Finance	Intermediate	<ul style="list-style-type: none">• Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending• Take account of financial and budget implications, including value for money in planning decisions• Present basic financial information to a target audience in an appropriate format• Understand financial audit, reporting and compliance obligations and the actions need to satisfy them• Display an awareness of financial risk and exposure and solutions to address these