

# Role Description

## Accountant



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Museums of History NSW
Division/Branch/Unit	Corporate Services Division/Finance Team
Location	Sydney
Classification/Grade/Band	Clerk Grade 5/6
Role Number	50073871/50073872
ANZSCO Code	221111
PCAT Code	119192
Date of Approval	6 September 2019
Agency Website	<a href="http://www.mhnswnsw.au">www.mhnswnsw.au</a>

### Agency overview

Museums of History NSW (MHNSW) is an executive agency within the Department of Creative Industries, Tourism, Hospitality and Sport and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

### Primary purpose of the role

Prepare and control a range of financial processes and reconciliations to ensure the accuracy of information that forms the basis of MHNSW's financial reporting and budgeting for compliance with agreed accounting standards and MHNSW policies and procedures.

### Key accountabilities

- Collaborate with the Senior Accountant in the preparation of operating and capital cash expenditure reports to ensure their accuracy and timeliness.

- Implement internal control systems to ensure accounting, financial and operating reports to accurately reflect the conditions of the business and comply with relevant standards.
- Review financial performance against budgets, trial balances, investigate and resolve minor discrepancies, and prepare variance reports to ensure Senior Management and Team Leaders have current and accurate information to evaluate and improve performance.
- Prepare complex monthly journals, accruals and reconciliations relating to payroll, annual leave, grants, debtors, bank transactions and other financial processes to maintain accurate records and up to date information of the agency financial activities.
- Prepare monthly returns for the Australian Tax Office and NSW Treasury are completed accurately and in a timely manner to ensure compliance is met.
- Conduct complex financial transactions accurately and in a timely manner to monitor and identify inconsistencies in financial data produced within the agency are rectified.
- Maintain a detailed and current knowledge of the SUM suite of systems to produce effective results.

## Key challenges

- Coordinating the reconciliation of the accounting systems to ensure they balance and to investigate and correct any discrepancies or variations.
- Contributing to the development and implementation of accounting policies and procedures throughout MHNSW to improve efficiency while ensuring compliance with relevant legal, professional and ethical standards.

## Key relationships

Who	Why
<b>Internal</b>	
Finance Manager	<ul style="list-style-type: none"> <li>• Receive guidance from and provide regular updates on issues and priorities.</li> <li>• Receive guidance in regards to financial processes and reporting requirements.</li> </ul>
Senior Accountant	<ul style="list-style-type: none"> <li>• Collaborate with to prepare financial and management reports for the Executive and Team Management, Trustees and NSW Treasury.</li> </ul>
Finance Team	<ul style="list-style-type: none"> <li>• Work as part of the Finance Team to meet objectives and team goals.</li> <li>• Work together to manage risks, comply with and report of relevant policies.</li> </ul>
Executive and Team Leaders	<ul style="list-style-type: none"> <li>• Liaise with in relation to financial reporting and information.</li> <li>• Liaise in relation to commercial and income, ensuring complex transactions are accurately recorded and analysed to remove inconsistencies and resolve minor issues.</li> </ul>
Staff across the Agency	<ul style="list-style-type: none"> <li>• Work collaboratively and maintain effective internal communications to allow for successfully deliver, with minimal risk and optimal outcomes.</li> <li>• Identify, communicate, collaborate and implement agreed business development opportunities.</li> </ul>
<b>External</b>	
NSW State Records & Archives	<ul style="list-style-type: none"> <li>• Provide information and advice on financial processes.</li> <li>• Communicate with and share information.</li> <li>• Developing and maintain effective working relationships.</li> </ul>

Who	Why
Cultural organisations, contractors and service providers	<ul style="list-style-type: none"> <li>Liaise with to contribute to MHNSW meeting its financial obligations.</li> </ul>

## Role dimensions

### Decision making

This role:

- Takes active ownership of own work.
- Makes day to day decisions relating to work priorities and workload management.
- Consults with supervisor on issues with the potential to escalate or create precedent.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Develops and fosters efficient lines of communication with key stakeholders.

### Reporting line

This role reports to the Finance Manager.

### Direct reports

Nil

### Budget/Expenditure

Nil.

## Essential requirements

- 2 -3 years accounting experience with medium to organisation.
- Degree in accounting or related discipline and eligibility for membership of ASCPA or equivalent body.
- Thorough knowledge of Australian Accounting Standards with the ability to quickly develop an understanding of the Public Finance and Audit Act 1983 and Treasury Directions.
- High level of experience in the use and management of computerised accounting systems such as SUN systems or similar systems used in a commercial environment.
- Knowledge and experience of financial reporting and highly developed spreadsheet skills or in the use of OLAP technology.
- Experience in conducting special reviews/projects.
- Possession of a valid NSW drivers' licence.
- Willingness to work across multiple locations.





## Capabilities for the role

The [NSW public sector 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.

### 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	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	<b>Finance</b>	<b>Intermediate</b>
	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
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Business Enablers</b> Finance	Intermediate	<ul style="list-style-type: none"> <li>• Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending</li> <li>• Take account of financial and budget implications, including value for money in planning decisions</li> <li>• Present basic financial information to a target audience in an appropriate format</li> <li>• Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them</li> <li>• Display an awareness of financial risk and exposure and solutions to address these</li> </ul>



## FINANCE PROFESSIONALS CAPABILITY SET

<b>Financial Strategy, Governance and Risk Management</b>	<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Understand the concepts of financial management and the contribution it makes to the organisation</li> <li>• Apply the organisation's financial policies, controls and delegations</li> <li>• Apply policies and procedures related to corporate financial governance, and apply NSW Treasury directives to specific work assignments and activities</li> <li>• Ensure own adherence to financial policies, controls and frameworks in preparation of financial analyses, forecasts or modelling activities</li> </ul>
<b>Financial Accounting and Statutory Reporting</b>	<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Supervise or perform work that complies with legislation, accounting policy and standards</li> <li>• Implement the professional financial and reporting pronouncements and contribute to dialogue around impacts and implications</li> <li>• Fulfil regulatory reporting compliance requirements for primary and supplementary financial statements and disclosures</li> <li>• Review and evaluate financial or budget variance reports and analyse variations and financial performance data, taking corrective actions with discrepancies or errors</li> <li>• Identify, verify and analyse variances between budgeted or projected and actual financial results, and the impacts on cash flow, working capital provisions and balance sheet</li> <li>• Perform trend analysis of working capital, and anticipate and act on information required to manage capital provisions/budgets/expenditure</li> </ul>
<b>Management Accounting</b>	<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Apply the principles of budgeting and forecasting to business planning and performance measurement</li> </ul>

		<ul style="list-style-type: none"> <li>• Critically review and interpret forecast and budget data provided by non-finance staff, forecasting trends, and analysing variances to prepare budget forecasts</li> <li>• Identify relevant financial and non-financial data, both past and projected and locate additional financial data to develop comprehensive financial analyses</li> <li>• Develop complex reports and analyses to enable informed decision making by management and/or other internal users</li> <li>• Present and interpret complex financial information and analysis to support organisation decision-making</li> <li>• Develop comprehensive budgets and forecasts in accordance with the procedures adopted by the organisation and consistent with sector standards</li> </ul>
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