

Role Description

Finance and Administration Manager

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure NSW/Asset Management/Demountable Program
Classification/Grade/Band	Clerk Grade 9/10
Role Number	215003
ANZSCO Code	139999
PCAT Code	1223233
Date of Approval	28 July 2023
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Manage the financial and administrative functions of the Demountable Program to support effective and efficient demountable operations and ensure compliance with relevant legislative, policy and procedural requirements.

Key accountabilities

- Provide financial management services and support to the Demountable Program, which includes preparing budgets, cashflows and financial statements, to ensure the program meets the financial and budgetary requirements for demountable service delivery.

- Provide financial reports, advice and analysis to the Manager, Demountable Program to ensure that management is kept fully-informed of the program's financial position.
- Manage, monitor and maintain financial records and systems, including budgets, approvals, commitments, project variations, actual expenditure and cost reconciliations, to ensure the effective management and recording of all financial activities.
- Manage, monitor and maintain asset records and systems, consistent with a large portfolio of transportable buildings including audits, approvals, capitalisation activities, reconciliations with storage providers, to ensure the effective management and recording of all asset accounting responsibilities.
- Identify, analyse and report on factors contributing to variations to expenditure and cash flow projections to meet business and financial reporting requirements.
- Manage all aspects of office administration, including the management of stock, computerised support systems and office reproduction equipment, to ensure the efficient and effective operation of the program.
- Liaise and consult with key internal and external stakeholders on a range of financial policy and administrative matters to ensure the prompt resolution of issues and contribute to informed decision making.

Key challenges

- Ensuring the delivery of quality financial and administrative services while keeping up-to-date with changing legislative, financial, technological and business requirements.
- Communicating financial policies and procedures to a range of stakeholders with differing levels of technical knowledge.

Key relationships

Who	Why
Internal	
Manager, Demountable Program	<ul style="list-style-type: none"> • Receive direction, advice, guidance and performance feedback. • Provide financial reports, advice, data and analysis. • Participate in discussions and decisions regarding financial performance. • Escalate complex issues.
Direct reports (if applicable)	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development. • Guide, support, coach and mentor.
Work team	<ul style="list-style-type: none"> • Work collaboratively to support the team in achieving business outcomes. • Participate in meetings, share information and provide input on issues.
SINSW business units/teams, including Asset Management, Capital Services and Investments; SINSW Project Directors	<ul style="list-style-type: none"> • Develop and maintain effective working relationships. • Manage the flow of information, seek clarification and provide advice and responses to ensure prompt payments, and the resolution of issues and queries.
External	
Service providers	<ul style="list-style-type: none"> • Consult with, provide and seek advice on, financial and administrative information.

Role dimensions

Decision making

This role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. Is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Decisions relating to managing program commitments, cashflow and expenditure are made in consultation with the Manager, Demountable Program.

Reporting line

Manager, Demountable Program

Direct reports

This role may have direct reports depending on business needs.

Budget/Expenditure

Financial delegation – in accordance with the Department's policy as prescribed for a Clerk Grade 9/10.

Key knowledge and experience

- Knowledge of, and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Tertiary qualifications and/or equivalent professional experience.
- Current driver's licence.
- Demonstrated understanding of, and commitment to, the value of public education.

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.

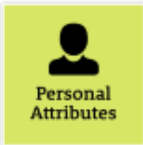


The capabilities are separated into **focus capabilities** and **complementary capabilities**.

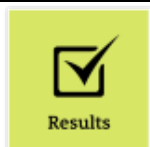
Focus capabilities

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

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • 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

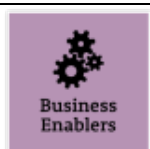


Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced

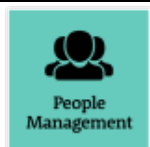


Finance

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



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others








- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks








Adept

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.

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	Intermediate
 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	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 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	Intermediate

	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate