

# Role Description

## Finance Officer – Financial Accounting



Office  
of Sport

|                           |  |
|---------------------------|--|
| Agency                    | Office of Sport  |
| Division/Branch/Unit      | Office of Chief Executive / Finance, Procurement and IM&T      |
| Location                  | Sydney Olympic Park  |
| Classification/Grade/Band | Clerk Grade 5/6  |
| ANZSCO Code               | 221111   |
| Role Number               | 50019309   |
| PCAT Code                 | 1*23292  |
| Date of Approval          | November 2023  |
| Agency Website            | <a href="http://www.sport.nsw.gov.au">www.sport.nsw.gov.au</a> |

### Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of *sport and active recreation creating healthier people, connecting communities and making a stronger NSW*, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, six Olympic Sport Venues and offices throughout the state.

### Primary purpose of the role

The Finance Officer - Financial Accounting is responsible for providing financial accounting support including reconciliation of general ledger accounts to ensure accuracy and integrity of financial data.

### Key accountabilities

- Maintenance of Fixed Asset Register (FAR) including additions, disposal and revaluation of assets.
- Arrange stocktake of non-current assets and other low-value and high-risk equipment and minor assets.
- Reconciliation of FAR and low value/ high risk equipment register
- Assist with the preparation of statutory financial statements for Office of Sport and related entities.
- Processing of month and year end journals and accruals.
- Undertake general ledger reconciliations and update accounts with adjustment or correction entries as required.
- Review and update the Office's fixed asset policies and procedures in line with Treasury policies.

## Key challenges

- Balancing workloads and conflicting priorities to meet internal timeframes and the business needs of the internal and external clients.
- Understanding the business processes and sub-systems integration to SAP.

## Key relationships

| Who                          | Why  |
|------------------------------|--|
| <b>Internal</b>              |  |
| Manager Financial Accounting | <ul style="list-style-type: none"><li>• Ensuring the Office policies around Fixed Assets are up to date, and valuation and stocktake requirements are complied with.</li></ul> |
| <b>External</b>              |  |
| Valuers/Audit Office         | <ul style="list-style-type: none"><li>• Liaise with valuers on revaluation/ audit officers on audit of statutory accounts.</li></ul>   |
| Asset Management Team        | <ul style="list-style-type: none"><li>• Liaise on asset addition/ disposal, stocktake etc.</li></ul>   |

## Role dimensions

### Decision making

The Finance Officer makes decisions on prioritising own workload within given timeframes and in accordance with agreed processes.

Decisions on matters outside the Finance Officer's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Manager Financial Accounting.

### Reporting line

Manager Financial Accounting

### Direct reports

Nil

### Budget/Expenditure

Financial Delegation up to \$5,000

## Essential requirements

- Qualification in accounting or related field or equivalent experience
- National Criminal Records Check

## 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        |
| <div><br/>Personal Attributes</div> | <b>Manage Self</b><br>Show drive and motivation, an ability to self-reflect and a commitment to learning                     | <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>• Stay motivated when tasks become difficult</li></ul>   | Intermediate |
| <div><br/>Relationships</div>     | <b>Communicate Effectively</b><br>Communicate clearly, actively listen to others, and respond with understanding and respect | <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 to gain an understanding and ask appropriate, respectful questions</li><li>• Promote the use of inclusive language and assist others to adjust where necessary</li><li>• Monitor own and others' non-verbal cues and adapt where necessary</li><li>• Write and prepare material that is well structured and easy to follow</li><li>• Communicate routine technical information clearly</li></ul> | Intermediate |
| <div><br/>Results</div>           | <b>Deliver Results</b><br>Achieve results through the efficient use of resources and a commitment to quality outcomes        | <ul style="list-style-type: none"><li>• Seek and apply specialist advice when required</li><li>• Complete work tasks within set budgets, timeframes and standards</li><li>• Take the initiative to progress and deliver own work and that of the team or unit</li><li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li><li>• Identify any barriers to achieving results and resolve these where possible</li><li>• Proactively change or adjust plans when needed</li></ul>   | Intermediate |

### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and 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 affect the achievement of team and unit goals
- Accommodate and respond with initiative to changing priorities and operating environments

Intermediate



### Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending
- Consider financial implications and value for money in making recommendations and decisions Understand how financial decisions impact the overall financial position
- Understand and act on financial audit, reporting and compliance obligations
- Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these


Intermediate




## 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.

### COMPLEMENTARY CAPABILITIES

| Capability group/sets   | Capability name                | Description  | Level        |
|---|--------------------------------|--|--------------|
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change         | Intermediate |
|   | Act with Integrity             | Be ethical and professional, and uphold and promote the public sector values                           | Intermediate |
|   | Value Diversity and Inclusion  | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |

|  |                                     |  |              |
|--|-------------------------------------|--|--------------|
|  <p>Relationships</p>     | Commit to Customer Service          | Provide customer-focused services in line with public sector and organisational objectives         | Intermediate |
|  | Work Collaboratively                | Collaborate with others and value their contribution   | Intermediate |
|  | Influence and Negotiate             | Gain consensus and commitment from others, and resolve issues and conflicts                        | Foundational |
|  <p>Results</p>           | Think and Solve Problems            | Think, analyse and consider the broader context to develop practical solutions                     | Foundational |
|  | Demonstrate Accountability          | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines     | Intermediate |
|  <p>Business Enablers</p> | 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 | Foundational |
|  | Project Management                  | Understand and apply effective planning, coordination and control methods                          | Foundational |