

Role Description

Finance Manager

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	Corporate Services/ Finance/ Various
Location	Parramatta
Classification/Grade/Band	Clerk 11/12
Role Number	217308, 217309, 217310, 217311, 217315
ANZSCO Code	221111
PCAT Code	3223792
Date of Approval	October 2019
Agency Website	www.education.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

The role provides finance partnering to the Divisional Executive and leads the delivery of a range of financial advice and support. Access to specialist financial expertise enables managers to make informed decisions and continually improve business performance aligned to the Department's strategic direction. The role is primarily responsible for providing financial information, tools, analysis and insight to support members of the Department's Executive to make more informed decisions and to drive business strategy. The role collaborates with experts across the finance organisation to develop advice which results in effectively aligning financial management strategies and organisational objectives.

Key accountabilities

- Provide high level strategic and tactical advice and support to the Divisional Executives to ensure their operations meet required standards of probity, equity and best practice in public administration and support the achievement of the Department and Government objectives.
- Develop bottom up/zero based budgets (recurrent and capital) for the assigned divisions, working closely with the business executives to ensure that the budgets reflect the division's business plans and remain within the budget allocation.
- Identify business needs for assistance with annual planning, budget preparation, forecasts and regular progress reporting and ensure appropriate support is provided.

- Support development and application of high level financial management acumen and capability through building positive and strong relationships with corporate office executive and senior management teams, coaching and tailoring advice and support to meet business needs.
- Ensure dissemination, explanation and analysis of quality, timely and accurate financial management information to support management decision making.
- Identify and report pressures in divisional budgets and work with the divisions to consider mitigating actions to reduce the impact.
- Facilitate the link between central finance specialist teams and Divisions by coordinating appropriate access to support and ensuring effective communication on business issues and central finance policies and requirements.
- Provide financial advice and input to the development of divisional initiatives, including providing assistance with costing, and through the consideration of funding sources available both within and outside the division.

Key challenges

- Build the confidence and support of stakeholders, clients, and peers to manage diverse and frequently urgent and competing business requests and demand deadlines.
- Developing a sound understanding of the complex environment in which the Division operates, analyse critical issues and provide appropriate data and advice to assist in developing clear direction.
- Improving the level of budget/forecast and risk management understanding

Key relationships

Who	Why
Internal	
Deputy Secretary and Executive Directors	<ul style="list-style-type: none"> • Build and sustain effective working partnerships and facilitate their optimal engagement • Provide expert advice
Team members	<ul style="list-style-type: none"> • Inspires, motivates and mentors team members and colleagues to achieve goals
Supervisor	<ul style="list-style-type: none"> • Provides regular status reports • Consults regarding the management of sensitive, high-risk or business-critical matters • Receives ongoing performance feedback, coaching and development
Managers and other Divisional members	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and open channels of communication to consult, liaise and negotiate in achievement of mutually beneficial unit outcomes • Collaborate to share knowledge and develop consistent finance business partnering process, procedures and communications across Finance
External	
Industry professionals/Consultants	<ul style="list-style-type: none"> • Maintains specialist knowledge, seeks advice and collaborates on the implementation of organisation strategies to keep abreast of best practice

Role dimensions

Decision making

The role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business critical, the role consults with the supervisor to agree on a suitable course of action.

Reporting line

This role reports to the Director, Financial Analysis and Partnership.

Direct reports

Refer to current organisational charts

Budget/Expenditure

The roles budget and financial delegation in accordance with Department policy.

Essential requirements

Relevant tertiary qualifications in accounting or in a related discipline and eligibility for membership to a recognised professional accounting body.

Knowledge of and commitment to the Department's Aboriginal Education and Training policies

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

This role also utilises an [occupation specific capability set](#).


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	Advanced
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Adept

Finance Professionals Capability Set

Capability Group	Capability Name	Level
 Finance	Financial Strategy, Governance and Risk Management	Level 4
	Financial Accounting and Statutory Reporting	not applicable
	Management Accounting	Level 4
	Audit and Assurance	not applicable
	Taxation	not applicable
	Finance Operations and Systems	not applicable
	Finance Business Partnering	Level 4

*Note – For roles in Financial Analysis and Partnership – Strategy and Delivery, add:

Financial Strategy, Governance and Risk Management, and for all others, use **Management Accounting and Finance Business Partnering**.

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 Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> Stay calm and act constructively in highly pressured and unpredictable environments Give frank, honest advice in the face of strong, contrary views Accept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that actions of self and others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others Conduct and report on quality control audits Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> 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 direct provision or purchase of services Understand and promote the role of sound financial management and its impact on organisational effectiveness Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement Respond to financial and risk management audit outcomes, addressing areas of non-compliance
People Management Optimise Business Outcomes	Advanced	<ul style="list-style-type: none"> Develop workforce plans that effectively distribute organisational resources to achieve business goals Plan for strategic use of human resources that links to wider organisational aims and goals Encourage others to strive for ongoing performance improvement Align systems and processes to encourage improved performance and outcomes

Finance Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
Finance Financial Strategy, Governance and Risk Management	Level 4	<ul style="list-style-type: none"> Advise business management on the most appropriate finance sourcing strategies to meet strategic organisational goals

Finance Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Design evaluation protocols, benchmarking standards and key measures to monitor the performance of specific programs and selected financial strategies • Design and implement governance frameworks and financial management structures and systems, understanding the requirements of diverse organisations • Implement financial policies and effective financial control mechanisms, and ensure that these are clearly understood by finance staff across the organisation • Test the validity and value of financial policies, implementing changes which deliver the most effective outcomes for stakeholders • Design and implement the organisation's financial planning process

Finance Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
Finance Management Accounting	Level 4	<ul style="list-style-type: none"> • Identify internal and relevant external data sources, providing appropriate inputs, financial and non-financial, to assist strategy formation • Assess the impact of funding allocations on budget management and organisational capability • Monitor, analyse and evaluate trends and financial implications of alternative business strategies, and cash flow, working capital and financing implications of specific projects • Monitor, evaluate and report on environmental factors that impact corporate decision making processes • Analyse overall organisational financial information, deviations from plan and trends to inform strategic business planning activities • Guide budget formation and use strategic financial information and analysis to test and support internal and external stakeholders
Finance Finance Business Partnering	Level 4	<ul style="list-style-type: none"> • Identify or broker the most appropriate funding solutions or services to respond to and support new or ongoing business initiatives • Partner with senior management to determine the underlying financial strength of the organisation and to decide how to remedy deficiencies and mitigate financial risks • Consult and advise business leaders around the achievement of the best return on investment for programs and initiatives, to deliver on business needs and objectives • Reinforce a high level of understanding and appreciation of the successful alignment of business practices with government financial management requirements and the

Finance Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
		<p>need for early intervention when corrective actions are needed</p> <ul style="list-style-type: none">• Apply thorough understanding of government financial management legislation and regulation and Treasury accounting policies• Collaborate with business managers ensuring that appropriate expert financial advice and guidance add value to decision making or responses to issues or events• Implement appropriate professional networking within and outside of the sector to benchmark practices and solutions which improve business performance
