

# Role Description

## Financial Operations Analyst



Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	Finance
Role number	50000415
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not applicable
ANZSCO Code	221111
PCAT Code	1123792
Date of Approval	February 2023
Agency Website	<a href="https://australian.museum">https://australian.museum</a>

### Agency Overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

### Primary purpose of the role

The purpose of the position is to deliver financial accounting and financial operations services in accordance with legislation and the Australian Museum's policies and procedures; and to develop/implement best practice procedures which meet the needs of both internal and external customers.

### Key accountabilities

- \* Generate, load and transmit payment files including arranging EFT approvers and allocating bank transactions in

SAP; Responsible for cashflow monitoring and reporting including ensuring cash balances are accurate and adequate for payment requirements.

- \* Prepare and deliver accounting and reporting information for monthly and ad-hoc business partner communications with the business
- \* Oversee sales invoicing and maintenance of the Debtors Ledger to ensure timely recognition of revenue and recovery of slow paying debtors including supporting the Tessitura team for invoicing issues and processes.
- \* Be responsible for revenue recognition issues including the timely recognition of revenue in accordance with AASB 15 and AASB 1058 and the regular reporting to key stakeholders such as the Development team for gifts/donors and the external auditors.
- \* Create capital codes and related internal orders on a timely basis to support business requirements.
- \* Administer and maintain the Fixed Assets Register and Assets Under Construction including all related reporting and promptly capitalising assets once installed & ready for use; Administer the Purchasing Card program including processing Pcard statements, following up Pcard expense claim submissions, responding to Pcard queries from business areas and providing effective Pcard spend analysis to the Executive Leadership Team.
- \* Prepare monthly reconciliations of bank accounts, key suppliers, Assets Under Construction and the Fixed Assets Register including posting required adjusting journals; Responsible for providing monthly reporting and analysis of accounts payable details including purchase orders raised after the invoice date
- \* Coordinate the proactive Financial Operations support to business areas to ensure Purchase Orders are raised in advance and can be goods receipted easily & regularly

### Key challenges

- Influencing stakeholders to ensure financial data integrity by purchase orders being raised prior to commitments to vendors and are goods receipted regularly.
- Maintaining delivery of financial accounting services and reporting which meet the needs of the AM's management and staff.
- Ensuring that proper processes and procedures are established and followed to meet legal, regulatory, asset security, public safety and health and safety requirements.

### Key relationships

Who	Why
<b>Internal</b>	
Financial Operations Manager	<ul style="list-style-type: none"> <li>• Regularly consult and collaborate, seek and share information</li> <li>• Provide expert advice and information on cash balances, fixed assets register, Assets Under Construction, Pcard details and bank and other reconciliations</li> <li>• Report issues as they arise</li> </ul>
Chief Financial Officer	<ul style="list-style-type: none"> <li>• Additional administrative tasks for the team if required, including organise meetings etc</li> </ul>
Finance Division	<ul style="list-style-type: none"> <li>• Effectively communicate on findings and required updates</li> <li>• Actively participate in meetings and share key information</li> </ul>
Development team	<ul style="list-style-type: none"> <li>• Providing regular analysis and details of revenue recognition for gifts/donors</li> <li>• Providing monthly reconciliation of cash received and what has been recognised as revenue in accordance with AASB 15 and AASB 1058</li> </ul>
Tessitura ticketing team	<ul style="list-style-type: none"> <li>• Support ticketing through Tessitura so invoices raised quickly &amp; easily as well as correct revenue recognition</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Supervise and review the work of Accounts Officers</li> <li>• Inspire and motivate team, provide direction, and manage performance</li> </ul>

Who	Why
<b>External</b>	
Bank	<ul style="list-style-type: none"> <li>• Liaise with the bank on Purchasing card updates/queries and reconciliation items identified for response</li> <li>• Liaise with the bank on any EFT transmission issues/details</li> <li>• Respond to queries as required and communicate as issues arise</li> </ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables, and outcomes.

### Reporting line

Financial Operations Manager --- report to the CFO

### Direct reports

Three Accounts Officers

### Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

### Key knowledge and experience

- Demonstrated knowledge and understanding of NSW Government accounting practices and procedures, Government Sector Finance Act and the NSW Treasurer's Directions.
- Demonstrated experience in the use of SAP including general ledger, bank, assets under construction, fixed assets, accounts payable and accounts receivable
- Demonstrated experience in NSW Government accounting practices for revenue recognition, fixed assets, assets under construction, accounts payable and accounts receivable
- Demonstrated ability to utilise Microsoft Excel to present executive reporting for large datasets

### Essential requirements

- Tertiary qualifications in Business, Commerce or Accounting and/or equivalent experience in similar role

### Capabilities for the role

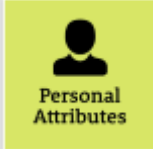

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills, and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results, and business enablers, with a fifth people management group of capabilities 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	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change</li> <li>• Offer own opinion and raise challenging issues</li> <li>• Listen when ideas are challenged and respond appropriately</li> <li>• Work through challenges</li> <li>• Remain calm and focused in challenging situations</li> </ul>	Intermediate
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical, and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Intermediate
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer</li> </ul>	Intermediate

## FOCUS CAPABILITIES


Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	issues and needs <ul style="list-style-type: none"> <li>Cooperate across work areas to improve outcomes for customers</li> </ul>	Adept
		<ul style="list-style-type: none"> <li>Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>Use business data to evaluate outcomes and inform continuous improvement</li> <li>Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul>	
	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> <li>Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures</li> <li>Understand the impacts of funding allocations on business planning and budgets</li> <li>Identify discrepancies or variances in financial and budget reports, and take corrective action</li> <li>Know when to seek specialist advice and support and establish the relevant relationships</li> <li>Make decisions and prepare business cases, paying due regard to financial considerations</li> </ul>	Adept
	<b>Manage and Develop People</b> Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> <li>Collaborate to set clear performance standards and deadlines in line with established performance development frameworks</li> <li>Look for ways to develop team capability and recognise and</li> </ul>	Intermediate




FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
		develop individual potential <ul style="list-style-type: none"> <li>• Be constructive and build on strengths by giving timely and actionable feedback</li> <li>• Identify and act on opportunities to provide coaching and mentoring</li> <li>• Recognise performance issues that need to be addressed and work towards resolving issues</li> <li>• Effectively support and manage team members who are working flexibly and in various locations</li> <li>• Create a safe environment where team members' diverse backgrounds and cultures are considered and respected</li> <li>• Consider feedback on own management style and reflect on potential areas to improve</li> </ul>	
	<b>Inspire Direction and Purpose</b> Communicate goals, priorities, and vision, and recognise achievements	<ul style="list-style-type: none"> <li>• Assist the team or unit to understand organisational directions and explain the reasons behind decisions</li> <li>• Ensure that team and unit objectives lead to the achievement of business outcomes that align with organisational policies</li> <li>• Ensure team members understand how their activities create value for the organisation, customers and stakeholders</li> <li>• Encourage team members to strive for ongoing performance improvement</li> <li>• Recognise and acknowledge high individual and team performance</li> </ul>	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
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Foundational

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	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
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	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
 Business Enablers	Technology	Understand and use available financial technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

Occupation specific capability set			
 Finance	Financial Accounting and Statutory Reporting	Understand AAS1 , NSW Treasury Accounting Policies2 , legislation and financial accounting and reporting frameworks Carry out accounting functions, including the preparation, and posting of journals, ledger maintenance, basic account reconciliations and data entries into the accounting system Interpret basic financial data and statements and the unit, branch, and organisation's financial and performance reports Collate and present basic financial data, contributing to preparation of budget submissions, financial analyses, and projections	Level 1
	Finance Operations and Systems	Leverage proficiency in finance systems and processes to act as a source of training for other users Identify ways to enhance performance of financial systems through an understanding of compatibilities and relationships between different financial systems Operate financial information systems effectively and evaluate specific output requirements	Level 2

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
		Analyse and review journal and ledger processes and transaction entries ensuring efficiency and accuracy Ensure the accurate forecasting of short term cash requirements Supervise the accurate and timely process of accounts payable and receivable, supporting good working capital management	