

SENIOR MANAGER PROJECT ACCOUNTING

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|---------------------------|--|-----------|---------|
| BRANCH/UNIT | Finance | | |
| TEAM | Finance Business Partnering Corporate | | |
| LOCATION | Negotiable | | |
| CLASSIFICATION/GRADE/BAND | TAFE Manager Level 4 | | |
| POSITION NO. | TBA | | |
| ANZSCO CODE | 221112 | PCAT CODE | 2223337 |
| TAFE Website | www.tafensw.edu.au | | |

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW’s purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Senior Manager Project Accounting is responsible for the management and delivery of governance and project accounting services to support the TAFE NSW Capital Program and Programs funded from the TAFE NSW Operational Expenditure Budget. The role will play a key part in the development of the annual TAFE NSW Capital Expenditure Budget and regular reporting on progress against that budget.

3. KEY ACCOUNTABILITIES

1. Lead and manage a team of project accounting specialists to provide expert advice and support to the development, governance, structuring and delivery of complex capital and operational projects and programs within a context of compliance and risk minimisation.
2. Participate in the design, development and implementation of a governance and reporting framework for the TAFE NSW Capital Expenditure Program and Program Expenditure Funded from Operating Expenditure. This includes project accounting, financial and physical progress reporting, contingency management, cash forecasting, asset capitalisation, project viability measures and cost/benefit analysis. Manage that framework post implementation.
3. Establish a high-performance team and provide leadership and support to the team by coaching, mentoring, and providing development opportunities for team members. Also, ensure that they continue to develop their stakeholder engagement skills and the ability to deliver complex financial advice and support to business owners through the translation of insights and recommendations, core business challenges and mitigations and operationalisation of key initiatives.
4. Provide insightful, commentary and analysis on project and program financial performance against budget, forecasting, dashboards and key performance indicators to assist TAFE NSW senior management and other key internal stakeholders in making informed business decisions and for the information required by external stakeholders. Financial and non-financial performance indicators are to be addressed.
5. Lead the development of the annual TAFE NSW Capital Expenditure Budget, working with the Management Accounting Team to ensure all NSW Treasury requirements are satisfied.
6. Lead the introduction of robust program and project cost to and at completion forecasting, to assist TAFE NSW managers in ensuring appropriate resources are available for timely and within budget completion.
7. Work with the Finance, Strategy and Optimisation and Management Accounting Teams to proactively support relevant Chiefs and business owners in annual program and project planning, budget preparation, forecasting and progress reporting activities.
8. Support the development of high-level financial management acumen and capability across TAFE NSW business units through building positive and strong relationships with Executive leadership and senior management teams, coaching and tailoring advice and support to meet business needs and drive increased accountability.
9. Demonstrate a genuine commitment to safety excellence and safety leadership. This includes setting health and safety expectations, results and behaviours with direct reports, providing a safe workplace and ways of working, and promoting and complying with safety systems and procedures.
10. Place the customer at the centre of all decision making.
11. Manage and develop a high performance team, aligned to the core values of integrity, collaboration, excellence and a customer first attitude, through effective leadership, support and feedback.
12. Collaborate with staff to ensure the development and regular review of meaningful individual performance development and review plans that are clearly aligned to strategic objectives and focused to develop the individual.

4. KEY CHALLENGES

- Managing the delivery of business as usual project accounting support in a legacy environment, whilst introducing a new governance and reporting framework for capital and operational projects involving significant systems and organisational change.
- Partnering with diverse stakeholders with varying degrees of financial acumen to communicate and educate in a meaningful way for their respective business while keeping the message clear and precise.
- Building and sustaining the required mix of team capabilities for project accounting including the right balance between technical expertise, stakeholder management and advisory skills, together with strong understanding of the business.

5. KEY RELATIONSHIPS

| WHO | WHY |
|--|--|
| Internal | |
| Director Finance Business Partnering (Corporate) | <ul style="list-style-type: none"> • Receive leadership, advice and support. • Provide advice and recommendations on strategic and operational matters, including project or program financial management and performance, budgets, forecasts and resource and risk management • Provide advice and recommendations on any project or program management or governance issues involving NSW Treasury, the Education Cluster and other Government Agencies |
| Direct Reports | <ul style="list-style-type: none"> • Provide leadership, advice and support. • Support consistent application of work activities, monitor outcomes and implement improvements initiatives as required • Coach, mentor, and manage performance and capability development |
| Deputy CFO Directors: Financial Optimisation FBP Delivery & Product Management Accounting And their Teams | <ul style="list-style-type: none"> • Advise and liaise on project and program governance, management and financial reporting requirements • Provide high quality performance reporting and related analysis, advice and guidance • Work collaboratively to provide strategic financial support to the Executive Leadership Team and business unit managers • Participate in a team-based approach to the management of the Finance Group under CFO direction • Seek opportunities to enhance staff development by facilitating participation in cross unit project or management activity • Ensure peers are fully informed on matters pertaining to their remit |
| Chief Corporate Services Officer Chief Information Officer Other Chiefs as required | <ul style="list-style-type: none"> • Provide regular reporting, advice and recommendations on any capital expenditure and budget/forecast issues relating to Information Technology or Infrastructure programs / projects to ensure the appropriate Chief is fully informed • Monitor and report on benefits realisation across all programs and projects to ensure all stakeholders are fully informed |

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| Internal Stakeholders and their staff | <ul style="list-style-type: none"> Facilitate effective collaboration with all other TAFE NSW functions so that advice, services and support are comprehensively integrated Evaluate stakeholder satisfaction with the advice, services and support provided by the Project Accounting function, as an input to continuous improvement initiatives Provide coaching, training, and technical expertise |
| External | |
| NSW Treasury | <ul style="list-style-type: none"> Facilitate regular NSW Treasury reporting and cash forecasting / budgeting for the TAFE NSW Capital Program |
| Other External Stakeholders | <ul style="list-style-type: none"> Discuss month end project or program results and projections and attend meetings to discuss. Provide other supporting information as requested and attend meetings for discussion and finalisation Participate in Education Cluster or Whole of Government communications regarding capital budgeting and funding as required |

6. POSITION DIMENSIONS

Reporting Line: Director Finance Business Partnering (Corporate)

Direct Reports: 2

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Manage functional expenditure and resourcing within relevant policy and delegation frameworks.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Relevant tertiary qualification (minimum bachelor's degree) and membership of a recognised professional accounting body.
2. Significant exposure to project and capital accounting in a large complex organisation, including knowledge of asset capitalisation requirements and capital expenditure budgeting and forecasting.
3. Demonstrated experience leading a high-performance team to provide expert advice and support the implementation of financial structuring and negotiation for large and complex projects and other commercial initiatives.
4. High-level stakeholder engagements skills, building trusted partnerships to optimise business outcomes.
5. Ability to address and meet focus capabilities as stated in the Position Description.

8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

| CAPABILITY GROUP | NAME | LEVEL |
|--|-------------------------------------|------------------------|
|  Personal Attributes | Display Resilience and Courage | Adept |
| | Act with Integrity | Advanced |
| | Manage Self | Adept |
| | Value Diversity and Inclusion | Intermediate |
|  Relationships | Communicate Effectively | Highly Advanced |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Advanced |
|  Results | Deliver Results | Advanced |
| | Plan And Prioritise | Advanced |
| | Think and Solve Problems | Advanced |
| | Demonstrate Accountability | Advanced |
|  Business Enablers | Finance | Highly Advanced |
| | Technology | Adept |
| | Procurement and Contract Management | Adept |
| | Project Management | Advanced |
|  People Management | Manage and Develop People | Advanced |
| | Inspire Direction and Purpose | Adept |
| | Optimise Business Outcomes | Adept |
| | Manage Reform and Change | Advanced |

Occupation Specific Capabilities / Finance

| CAPABILITY GROUP | NAME | LEVEL |
|---|---|-----------------|
| <p>Finance Business Partnering</p> | <p>Identify or broker the most appropriate funding solutions or services to respond to and support new or ongoing business initiatives.</p> <p>Partner with senior management to determine the underlying financial strength of the organisation and to decide how to remedy deficiencies and mitigate financial risks.</p> <p>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.</p> <p>Reinforce a high level of understanding and appreciation of the successful alignment of business practices with government financial management requirements and the need for early intervention when corrective actions are needed.</p> <p>Apply thorough understanding of government financial management legislation and regulation and Treasury accounting policies.</p> <p>Collaborate with business managers ensuring that appropriate expert financial advice and guidance add value to decision making or responses to issues or events.</p> <p>Implement appropriate professional networking within and outside of the sector to benchmark practices and solutions which improve business performance.</p> | <p>4</p> |

FOCUS CAPABILITIES

The focus capabilities for the Senior Manager Project Accounting 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 position’s key accountabilities.

NSW Public Sector Focus Capabilities

| NSW Public Sector Capability Framework | | |
|--|-----------------|---|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Act with Integrity | Advanced | <ul style="list-style-type: none"> Model the highest standards of ethical and professional behaviour and reinforce their use. Represent the organisation in an honest, ethical and professional way and set an example for others to follow. Promote a culture of integrity and professionalism within the organisation and in dealings external to government. Monitor ethical practices, standards and systems and reinforce their use. Act promptly on reported breaches of legislation, policies and guidelines. |
| Relationships Communicate Effectively | Highly Advanced | <ul style="list-style-type: none"> Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences Speak in a highly articulate and influential manner State the facts and explain their implications for the organisation and key stakeholders Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations Anticipate and address key areas of interest for the audience and adapt style under pressure. |
| Relationships Work Collaboratively | Advanced | <ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams. Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government. Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions. Network extensively across government and organisations to increase collaboration. Encourage others to use appropriate collaboration approaches and tools, including digital technologies. |
| Results Deliver Results | Advanced | <ul style="list-style-type: none"> Seek and apply the expertise of key individuals to achieve organisational outcomes. Drive a culture of achievement and acknowledge input from others. Determine how outcomes will be measured and guide others on evaluation methods. 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 business unit output to ensure government outcomes are achieved within budgets. Progress organisational priorities and ensure that resources are acquired and used effectively. |
| Results Think and | Advanced | <ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues. |

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NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|-----------------|---|
| Solve Problems | | <ul style="list-style-type: none"> • 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. |
| Results Demonstrate Accountability | Advanced | <ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities. • Ensure accountabilities are exercised in line with government and business goals. • Exercise due diligence to ensure work health and safety risks are addressed. • Oversee quality assurance practices. • Model the highest standards of financial probity, demonstrating respect for public monies and other resources. • Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks. Incorporate sound risk management principles and strategies into business planning. |
| Business Enablers Finance | Highly Advanced | <ul style="list-style-type: none"> • Advocate for committed outcomes to be considered in decision making for project prioritisation and resourcing decisions. • Define organisational directions and set priorities and business plans, referring to key financial indicators and non-financial committed outcomes. • Anticipate operational and capital needs, and identify the most appropriate financing and funding strategies to meet them. • Ensure that the organisation informs strategic decisions with appropriate advice from finance and risk professionals. • Establish effective governance to ensure that financial resources are used ethically and prudently across the organisation. |
| People Management Manage and Develop People | Advanced | <ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes. • Recognise talent, develop team capability and undertake succession planning. • Coach and mentor staff and encourage professional development and continuous learning. • Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation. • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives. |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|----------|---|
| <p>People Management</p> <p>Manage Reform and Change</p> | Advanced | <ul style="list-style-type: none"> • Clarify the purpose and benefits of continuous improvement for staff and provide coaching and leadership in times of uncertainty. • Assist others to address emerging challenges and risks and generate support for change initiatives. • Translate change initiatives into practical strategies and explain these to staff, and their role in implementing them. • Implement structured change management processes to identify and develop responses to cultural barriers. |