

Role Description

Lease Accounting Analyst



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Corporate Services / Finance /
Location	Parramatta
Classification/Grade/Band	TBC
ANZSCO Code	
PCAT Code	
Date of Approval	February 2020
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster (DPIE) was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

Provide leasing expertise and advice and assist in the delivery of lease accounting services and reports and support to NSW Government Agencies to ensure financial compliance and forecasting is consistent with best practice

Key accountabilities

- Extract and transform data from lease administration system, using data analytical toolsets, undertaking the analysis of data set for discussion with property asset management teams to meet business needs;
- Review and interpret lease documentation in relation to lease data, providing expert advice and reports to inform leasing decisions;
- Maintain the lease accounting system to reflect key policies and judgements to ensure they are compliant with the relevant accounting standards and enable the organisation to meet its obligations;
- Work closely with Government agencies to explain significant movements in accounting entries due to lease events and resulting impact on budgets and forecasts;
- Review monthly financial reports to ensure completeness and accuracy prior to distribution;
- Review and distribute business intelligence tools with monthly financial data including financial models to facilitate preparation of budgets and forecasts compliant with leasing standards;
- Contribute to improving data capture and analytics and provide advice, information and guidance on leasing related matters to staff to assist agencies with decision making in property leasing portfolio

Key challenges

- Managing client expectations to ensure agency compliance with complex financial management and accounting practices, internal controls and relevant statutory requirements;
- Ensuring the provision of accurate financial data within limited time constraints, and ensuring financial records withstand audit scrutiny;
- Keeping up to date with leasing policy and processes and provide meaningful analysis of leasing data to assist in decision making for Agencies.

Key relationships

Who	Why
Internal	
Lease Accounting Manager	<ul style="list-style-type: none">• Receive guidance and direction on specific tasks to be completed including priorities• Discuss work allocated, providing updates on key issues and progress.• Escalate issues as appropriate
Team Members	<ul style="list-style-type: none">• Work collaboratively to achieve unit outcomes• Share information and discuss solutions to problems with colleagues• Provide guidance to, discuss priorities, provide regular updates and advice on key issues
Directors, senior managers and managers across the Department	<ul style="list-style-type: none">• Provide guidance on financial transactions and reports• Collaborate on diverse commercial and related activities
External	
NSW Treasury and Other External Stakeholders	<ul style="list-style-type: none">• Respond to inquiries and requests for information• Seek advice and exchange information

Role dimensions

Decision making

Operates with some degree of autonomy in respect to their day to day work priorities, determines matters that need to be referred to senior managers or other staff and provides advice, exercises discretion and judgement on what is appropriate to send to senior officers.

Reporting line

Lease Accounting Manager

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Experience in evaluating and transforming complex information into usable data sets

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

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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 Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Support a culture of quality customer service • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required