

Role Description

Senior Accountant, Audit & Compliance



Cluster	NSW Parliament
Agency	Department of Parliamentary Services
Division/Branch/Unit	Corporate Services/Financial Services Governance & Governance
Role number	Multiple
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	September 2024
Agency Website	www.parliament.nsw.gov.au

Agency overview

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services (DPS); Department of the Legislative Council (LC); and the Department of the Legislative Assembly (LA). The Chief Executive is the head of the Department of Parliamentary Services, the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the heads of their respective House Departments. These House Departments are responsible for providing procedural advice to the Council and Assembly, and their respective members, on parliamentary proceedings in each House and their Committees, undertaking protocol functions, providing corporate and executive support, House specific administrative/research services and generating content/engagement strategies relating to the activities of the House and its committees.

DPS is responsible for providing corporate and other common services across the Parliament as a whole. It comprises the following Divisions; Parliament Services and Corporate Services, and two project Branches; Digital Transformation and Capital Works Strategy Delivery.

The Parliament Services Division comprises administrative and support services specific to the institution of Parliament. This includes the Hansard, Library and Research Branch, the Communications, Engagement and Education branch and the Parliamentary Catering Unit.

The Corporate Services Division comprises of the corporate functions that provide services to all staff and Members across Parliament House. This includes: the Financial Services & Governance Branch; People, Property & Security Branch and IT Services Unit.

The Parliament's ultimate governance body includes the Presiding Officers and the Chief Executive, DPS and the Clerks of the Legislative Council and Legislative Assembly, supported by a contemporary governance framework.

Primary purpose of the role

The Senior Accountant, Audit & Compliance is responsible for managing the delivery of all parliamentary statutory and financial audit compliance services for the Parliament including: internal and external financial reporting; annual reports, accounting; taxation; development of financial policies and procedures; process and systems improvement; and provision of high level financial advice. This role is required to provide internal advice, reporting on the financial position of Parliament of NSW through the preparation of management and statutory reports ensuring that financial information provided is timely, accurate and relevant.

Key accountabilities

- Provide strategic financial advice to the Senior Manager Finance, Director, Finance & Governance and other senior management staff across the Parliament. Contribute to the development of a suite of financial policies and procedures and detailed manuals to guide the work performed by the Parliamentary Accounting team.
- Responsible for all taxation returns for the Parliament including FBT, Payroll Tax and GST. Perform general ledger maintenance and creation of new account codes and cost centres.
- Perform bank account administration and authorise payment runs.
- Provide expert advice and direction in relation to the specialist areas of financial management, accounting and taxation and ensure Parliament's compliance with relevant legislative and regulatory requirements including accounting standards.
- Responsible for the preparation of statutory financial reports and the financial audit ensuring they comply with the latest Treasury and Accounting Standards.
- Primary contact with the external auditors with regards to the annual financial statements audit.
- Interpret and apply relevant Accounting Standards, Treasury Circulars and other accounting policy requirements to work performed.
- Contribute as part of the Financial Accounting Team in developing and maintaining a professional working relationship with Parliament to assist in achieving best practice KPI's of financial reporting including accuracy and timeliness.
- Prepare schedules for the Parliament of NSW annual reports and Estimate Committee hearings. Ensure Parliaments' Financial Statements are accurately reflected in NSW Treasury financial management system.
- Perform all monthly and annual year-end accounting processes and reporting for the Parliament ensuring the necessary policies and procedures and controls are complied with to provide a high level of assurance to the Director Finance & Governance, Department Heads and Audit and Risk
- Ensure that the work area is safe and without risk to the health of employees, members, contractors and members of the public.

Key challenges

- Be pro-active and responsive to organisational requirements, while ensuring tight timeframes are met. At times this can be extremely difficult, as activities will often involve multiple stakeholders and oversight bodies.

- Maintaining a detailed knowledge of relevant accounting standards, legislation and policies that pertain to the Parliament and the wider public sector. In ensuring compliance with relevant legal and regulatory requirements.
- Be attuned to the nuances of the parliamentary environment and be sensitive to the role, reputation and prestige of the Parliament.
- Assist with and advise on the development of appropriate policies and procedures as well as assisting with the design and delivery of training programs for staff to assist with implementing any change in position holder's areas of responsibility.

Key relationships

Who	Why
Internal	
Presiding Officers / House Department Clerks and Executives	<ul style="list-style-type: none"> • Develop strategic relationships and provide expert advice to influence decisions, support initiatives and promote collaboration across Parliament • Collaborate and maintain open relationships to expedite responses and information transfer
Relevant Reporting Line Manager	<ul style="list-style-type: none"> • Key relationship manager, report to, receive advice and guidance, clarify instructions and report on progress against work plans as required • Provide support to achieve operational priorities, exchange information and contribute to decision-making • Escalate discuss issues and propose solutions
Senior Executive and counterparts	<ul style="list-style-type: none"> • Provide strategic and tactical advice to respond and deliver against emerging business priorities and wider Departmental initiatives
Division/Branch Leadership Team	<ul style="list-style-type: none"> • Collaborate and build effective relationships • Provide strategic advice and influence decision making processes • Respond to requests for information or assistance and escalate sensitive issues
Work Team	<ul style="list-style-type: none"> • Provide guidance and professional support and exchange information and determine work priorities and oversee progress to facilitate their ongoing professional development • Collaborate to continually improve knowledge, build capability, and improve consistency and service quality • Provide an escalation point for issues or complex decision-making
External	
Other Government stakeholders/NSW Treasury/Audit Office of NSW	<ul style="list-style-type: none"> • Build effective relationships and share information • Establish professional networks and relationships with other Government agencies • Ensure advice and support provided is accurate, responsive, timely and appropriate

Role dimensions

Decision making

The role operates with a high level of autonomy and is expected to determine key operational objectives within the limits of delegated authority. The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided. The role defers to the Manager on issues that have a significant political impact or issues outside of financial delegation.

Reporting line

The role accounts and reports to the relevant reporting line manager.

Direct reports

There is one direct report.

Budget/Expenditure

As per the approved DPS Financial Delegations.

Key knowledge and experience

- Experience in implementing change management initiatives
- Knowledge and understanding of relevant government and public administration legislative processes, protocols and reporting requirements
- Demonstrated ability to handle highly confidential information effectively and provide impartial advice demonstrating sound strategic judgment, tact and discretion
- Highly developed organisational skills and including ability to manage multiple stakeholders, complex financial issues and heavy workloads

Essential requirements

- Appropriate tertiary qualifications in Finance or relevant discipline, with CA/CPA qualification

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<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 various purchasing options • Promote the role of sound financial management and its impact on organisational effectiveness • Obtain specialist financial advice when reviewing and evaluating finance systems and processes • Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner 	Advanced
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept
Occupation specific capability set			
	Financial Accounting and Statutory Reporting Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement	<ul style="list-style-type: none"> • Interpret relevance of legislation* (e.g. PFA Act), accounting policy and guidelines applicable to own responsibilities • Define data validation and verification standards to be applied to preparation and approval of reconciliations • Implement accepted compliance requirements and prepare necessary financial statements, 	Level 2

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
	effective statutory and other external reporting requirements	information and schedules required by regulatory agencies <ul style="list-style-type: none"> • Prepare and explain standard financial statements, variance reports, treasury and other specialised reports accurately and efficiently • Provide financial accounting advice to support the accuracy of data upon which management decision making depends • * PFA Act refers to Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2010 	
	Taxation Comply with taxation regulations and systems and implement effective taxation planning	<ul style="list-style-type: none"> • Evaluate the organisation's current taxation position and identify potential risks and opportunities • Provide professional practice leadership and strategic taxation advice, ensuring that new information or interpretations are disseminated through the organisation • Respond to escalation of technically complex taxation questions from both taxation professionals and organisational leadership • Evaluate business systems, designs and proposals to identify taxation impacts, ensuring risks are identified and managed to reduce taxation exposures • Identify opportunities to mitigate adverse taxation impacts • Effectively manage review, compliance and audit of the organisation undertaken by the ATO • Communicate the financial/taxation implications of a transaction so that they are fully understood by the business, including future ramifications of current decisions, taking into account both short and long term implications 	Level 4

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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
Occupation specific capability set			
 Finance	Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	Level 3
	Finance Operations and Systems	Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes	Level 4
	Finance Business Partnering	Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives	Level 3