

Role Description

Financial Accountant



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Corporate Operations / Finance / Financial Control and Reporting
Location	Orange
Classification/Grade/Band	Clerk Grade 7 / 8
ANZSCO Code	221111
PCAT Code	1223234
Date of Approval	April 2018 (updated July 2019)
Agency Website	www.industry.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster 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.

The Corporate Operations division develops, manages and advises on systems, infrastructure, policies and standards for the department in the areas of finance, procurement and administration, asset management, information and communication technology.

Primary purpose of the role

Provide timely, high level support with the preparation, analysis and delivery of in-scope cluster financial reporting; assist in the continual review of the Department's accounting policies and procedures to ensure compliance with the Australian Accounting Standards and NSW Treasury policies and other relevant statutory requirements.

Key accountabilities

- Support the Senior Financial Accountant to review relevant policies and procedures to ensure that they meet the needs of a constantly changing accounting environment and comply with relevant statutory and NSW Treasury requirements
- Prepare month-end reports for submission to NSW Treasury ensuring compliance with presentation formats and reporting deadlines
- Support the Senior Financial Accountant in the preparation of Statutory Financial Statements
- Undertake review and analysis of monthly operating statements, including taking corrective action arising from data integrity issues

- Facilitate the timely reconciliation of General Ledger accounts to assist in confirming the integrity of internal controls
- Support the preparation of annual accounts packages including preparation of work papers, reconciliation of accounts and respond to audit queries and NSW Treasury
- Provide sound advice and information to clients across the Department on diverse public sector accounting practices, policies and statutory requirements.

Key challenges

- Keeping up to date with changing accounting standards, Treasury Policies and guidelines, and other mandatory accounting and reporting requirements
- Applying specialist/professional knowledge to a number of product or service areas including reporting and financial analysis
- Developing and maintaining effective working relationships with diverse internal and external stakeholders and ensure that enquires from clients are promptly addressed and resolved

Key relationships

Who	Why
Internal	
Senior Financial Accountant	<ul style="list-style-type: none"> • To receive guidance, advice and feedback on performance and exchange information
Staff and colleagues within the Finance Unit	<ul style="list-style-type: none"> • Exchange information and collaborate on team based assignments
External	
NSW Treasury	<ul style="list-style-type: none"> • Exchange information, receive advice and respond to enquiries
Other internal and external stakeholders	<ul style="list-style-type: none"> • Exchange information, respond to enquiries
Audit Office	<ul style="list-style-type: none"> • Respond to queries

Role dimensions

Decision making

The Financial Accountant 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 to deal with and provides advice, exercises discretion and judgement on what is appropriate to send to senior officers.

The position involves conflicting work demands of a wide variety of tasks including internal and external reporting.

Reporting line

Senior Financial Accountant

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Degree qualification in Commerce, Business or similar field, or currently completing a Degree qualification in Commerce, Business or relevant field, or extensive relevant practical experience





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

Occupation / profession specific capabilities

Capability Set	Category and Sub-category	Level
	Financial Accounting & Statutory Reporting	Level 2

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	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • 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 Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
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 and compliance obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required • Make decisions and prepare business cases paying due regard to financial considerations

Occupation specific capability set (Finance Professionals Capability Set)

Category and Sub-category	Level and Code	Level Descriptions
Financial Accounting & Statutory Reporting	Level 2	<ul style="list-style-type: none">• Interpret relevance of legislation³ (e.g. PF&A 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, information and schedules required by regulatory agencies• 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

3 PF&A Act refers to Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2010