

Role Description

Assistant Finance Officer

[Generic Role Description: Finance Officer 5/6]

Role description essentials

Cluster/Agency	Family and Community Services (FACS)
Division/Branch/Unit	Various
Location	TBC
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	TBC
ANZSCO Code	511111
Role Number	TBC
PCAT Code	Varies depending on team and client
Date of Approval	TBC
Agency Website	www.facs.nsw.gov.au

This role description applies to multiple roles across FACS. Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Agency overview

The Department of Family and Community Services (FACS) directly supports approximately 800,000 people every year and reaches a further million people through local community-based programs.

Our vision is to empower all people to live fulfilling lives and achieve their potential in inclusive communities. We collaborate with government, non-government and community partners to work with children, adults, families and communities to improve lives and realise potential, with a focus on breaking, rather than managing, disadvantage.

Primary purpose of the role

Contribute to delivering team's assigned budgeting and financial reporting accountabilities and priorities in order to achieve compliance with FACS policies, statutory requirements and external regulators.

Key accountabilities

- Utilise appropriate systems and processes to review, maintain and manage accounting and financial information to facilitate a robust and consistent approach to financial management and reporting across the division, ensuring compliance with FACS objectives, government policy, accounting standards and statutory requirements.
- Undertake tasks to enable reporting and analysis specific to the team's role in FACS' end-to-end financial planning, budgeting, forecasting and reporting functions to understand and optimise the whole of FACS financial position.
- Educate and support relevant business areas to develop financial capability and improve confidence and accountability in financial business decision making in order to promote a consistent financial management approach across FACS.
- Participate in the development of management reporting systems and accounting methods to improve existing procedures and the communication of management information.

- Establish and maintain effective working relationships with key internal and external stakeholders, including senior managers and service delivery divisions to exchange information, obtain cooperation and support and provide financial advice.
- Work effectively with team members towards mutual continued development and to provide feedback to each other on tasks undertaken.

Key challenges

- Developing a detailed understanding of accounting, financial and budgeting procedures and methodologies.
- Ensuring financial reporting and advice is accurate, reliable and high quality to support effective decision making.
- Maintaining a detailed and current knowledge of the Australian Accounting Standards, Treasury Directions and the Public Finance and Audit Act.

Key relationships

Internal relationships

Who you'll work with	Why
Line Manager	<ul style="list-style-type: none"> • Report directly to Line manager • Seek direction, advice and support • Provide information and feedback
Team Members	<ul style="list-style-type: none"> • Provide information and advice • Provide an effective and valuable two way liaison
Other FACS Divisions	<ul style="list-style-type: none"> • Liaise to ensure the provision of timely and accurate advice when requested • Develop and maintain effective working relationships • Negotiate/agree on timeframes
FACS Districts and Clusters	<ul style="list-style-type: none"> • Liaise to ensure consistent engagement with service delivery planning and service providers • Develop and maintain effective working relationships • Negotiate/agree on timeframes

External relationships

Who you'll work with	Why
Non-government Organisations	<ul style="list-style-type: none"> • Engage with service providers
Community	<ul style="list-style-type: none"> • Engage with service providers and client groups

Role dimensions

Decision making

The role:

- Works with some supervision to set priorities of own workload in alignment with management.

- With some management guidance develops a suitable approach in managing workload and provision of advice and input team planning and projects.
- Responsible for determining own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own workload.
- Ensures a course of action is suitable and based on sound evidence, as required to management or senior staff in the absence of complete information or where expert advice is required.

Refer to the FACS Delegations for specific financial and/or administrative delegations for this role.

Reporting line

See divisional structure and supplementary material.

Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012



Capabilities for the role



The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <http://www.psc.nsw.gov.au/sector-support/capability-framework>.

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	Foundational
	Act with Integrity	Intermediate
	Manage Self	Foundational
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational

Capability Group	Capability Name	Level
	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	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

Personal attributes

Capability Name	Level	Behavioural Indicators
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
Value Diversity	Intermediate	<ul style="list-style-type: none"> Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints Seek input from others who may have different perspectives and needs Adapt well in diverse environments

Relationships

Capability Name	Level	Behavioural Indicators
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

Capability Name	Level	Behavioural Indicators
Work Collaboratively	Adept	<ul style="list-style-type: none"> Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers
		<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work

Results

Capability Name	Level	Behavioural Indicators
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

Capability Name	Level	Behavioural Indicators
Finance	Intermediate	<ul style="list-style-type: none"> Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending Take account of financial and budget implications, including value for money in planning decisions Present basic financial information to a target audience in an appropriate format Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them Display an awareness of financial risk and exposure and solutions to address these