

# Role Description

## Senior Finance & Risk Officer



Education

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	Early Childhood Outcomes
Classification/Grade/Band	Clerk Grade 7/8
Role Number	244115
ANZSCO Code	551111
PCAT Code	1113334
Date of Approval	April 2025
Agency Website	<a href="http://www.education.nsw.gov.au">www.education.nsw.gov.au</a>

### Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

### Early Childhood Outcomes Division

The Early Childhood Outcomes (ECO) division is responsible for ensuring all children make a strong start in life and learning and make a successful transition to school. The division will transform early childhood education and care, child development and contribute to women's economic participation in NSW through improved access, affordability and quality of care and services.

### Primary purpose of the role

The Senior Finance and Risk Officer provides technical leadership and guidance on the financial management of programs, processes and systems administered by the NSW Childcare and Economic Opportunity (CEO) Fund Board.

### Key accountabilities

- Provide specialist advice on accounting standards, accounting policies and legislation on financial reporting and annual reporting relevant to the business needs of agency stakeholders and customers. When collaborating with other teams, the role ensures all parties are fully briefed on proposed business tasks and practices, timelines and expected outcomes. The role is also accountable for ensuring work remains on target, within budget and meets the agreed standards of service delivery.
- Work collaboratively with team members to produce innovative policies, programs and documentation that guide internal stakeholders in the implementation of effective financial management, in accordance with legislation and related business reforms. Initiatives include developing policies and procedures, implementation guides and briefs, reporting procedures, systems/user documentation.
- Monitor, review and analyse financial systems and databases to generate reports that provide accurate



advice and information for staff, customers, management and external agencies.

- Access financial systems to investigate and resolve directorate and stakeholders' operational issues and to maintain the integrity of corporate databases.
- Champion the use of new and/or updated technology applications, systems, procedures and organisational methods to deliver efficient and effective service in accordance with agency policy and business practices and protocols. This includes fostering sustainable customer relationships, and working collaboratively with colleagues in Fund Operations, corporate Finance and program teams to gain support for the implementation of finance-related business reforms and to increase staff commitment to service delivery excellence.
- Apply the Board's governance and risk management procedures in compliance with relevant standards and legislative requirements to support sound risk management practice, including identifying and assessing risk, proposing and evaluating mitigation strategies, and supporting the Board's governance and risk management plan.

### Key challenges

- Providing timely advice to various stakeholders on accounting policy, financial legislation, risk and other corporate finance business policies and processes.
- Working collaboratively with colleagues to meet and manage stakeholder expectations while providing high levels of service in corporate financial management, risk, accounting or systems.
- Keeping abreast of current and emerging trends, policy and legislative reforms while learning and adapting quickly to apply policy or business process changes efficiently and effectively.

### Key relationships

Who	Why
<b>Internal</b>	
Stakeholders	<ul style="list-style-type: none"><li>• Supports delivery of high-quality customer service to a range of stakeholders.</li><li>• Delivers guidance in resolving technical and/or complex matters requiring specialist knowledge or implementation advice.</li></ul>
Team members	<ul style="list-style-type: none"><li>• Supports, encourages and mentors team members and colleagues to achieve team goals</li><li>• Provides performance feedback to direct reports (if applicable).</li></ul>
Supervisor	<ul style="list-style-type: none"><li>• Provides regular status reports</li><li>• Consults regarding the management of sensitive, high-risk or business-critical matters</li><li>• Receives performance feedback.</li></ul>
<b>External</b>	
Learning Networks/Communities of Practice	<ul style="list-style-type: none"><li>• Actively participates in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date and to maintain specialist/technical knowledge.</li></ul>

### Role dimensions

#### Decision making

This role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business-

critical, the role consults with the supervisor or manager to agree on a suitable course of action.

### Reporting line

Manager, Finance and Risk.

### Direct reports

Nil.

### Budget/Expenditure

N/A

## Key knowledge and experience

- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

## Essential requirements

- Degree Qualification (or currently completing a degree qualification) in Accounting or related discipline, eligibility or progress towards eligibility for membership to a recognised professional accounting body and/or equivalent workplace experience.
- A valid Working with Children Check for paid employment.
- Demonstrated understanding of and commitment to the value of public education.

## 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.

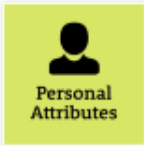


The capabilities are separated into focus capabilities and complementary capabilities




### 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.

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept

	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Research and apply critical thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>	Adept
	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> <li>• Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures</li> <li>• Understand the impacts of funding allocations on business planning and budgets</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action</li> <li>• Know when to seek specialist advice and support and establish the relevant relationships</li> <li>• Make decisions and prepare business cases, paying due regard to financial considerations</li> </ul>	Adept
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Use available technology to improve individual performance and effectiveness</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies</li> </ul>	Intermediate











## Finance Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
<b>Finance</b> Financial Accounting and Statutory Reporting 	Level 2	<ul style="list-style-type: none"> <li>• Interpret relevance of legislation* (e.g. PF&amp;A Act), accounting policy and guidelines applicable to own responsibilities NOTE: * PF&amp;A Act refers to Public Finance and Audit Act 1983 and Public Finance and Audit Regulation 2010</li> <li>• Define data validation and verification standards to be applied to preparation and approval of reconciliations</li> <li>• Implement accepted compliance requirements and prepare necessary financial statements, information and schedules required by regulatory agencies</li> <li>• Prepare and explain standard financial statements, variance reports, treasury and other specialised reports accurately and efficiently</li> <li>• Provide financial accounting advice to support the accuracy of data upon which management decision making depends</li> </ul>
<b>Finance</b> Management Accounting 	Level 2	<ul style="list-style-type: none"> <li>• Recognise and interpret different financial planning and budgeting techniques and their application within the organisation</li> <li>• Identify and verify relevant available financial and non-financial data, both past and projected</li> <li>• Capture and monitor budget data - reviewing, identifying, analysing and interrogating variances</li> <li>• Assist budget managers in determining month end accruals and prepayments between successive financial periods</li> <li>• Develop costing models to support activity based funding requirements and to support program evaluation</li> <li>• Regularly advise and provide technical management accounting support for internal clients</li> </ul>


## 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.

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
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Result	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 Business Enablers	Project Management	Understand and apply effective project planning, coordination and control methods	Intermediate

## Finance Professionals Capability Set

Capability Group	Capability Name	Level
 Finance	Financial Strategy, Governance and Risk Management	Level 2
	Finance Business Partnering	Level 2