

# Role Description

## Senior Finance Partner

## Performance and Reporting



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Finance
Classification/Grade/Band	Clerk Grade 9/10
ANZCO Code	132211
PCAT Code	1223792
Date of Approval	7 November 2019
Agency Website	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

### Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW including two satellite offices located at Walgett and Bourke, and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues

### Primary purpose of the role

The Senior Finance Partner Performance and Reporting provides high quality financial and budget analysis, financial reporting, forecasting and the development, and maintenance of financial modelling.

### Key accountabilities

- Provide a reporting and financial management consultancy service including detailed variance analysis to a nominated portfolio of stakeholders.
- Develop analytics that enhances stakeholders understanding of their financial performance and assist in achieving agreed budget targets.
- Build and develop financial models to identify trends and issues affecting financial performance.
- Establishment and ongoing review of rolling forecasts at the macro and micro levels.
- Provide support to the Manager, Management Accounting in delivering on Legal Aid NSW's budget commitments, both internally and externally.
- Accurately forecasting and interpreting multi layered and complex in nature data to provide superior customer service and advice for stakeholders. Manage the preparation of regular reports required by

internal and external stakeholders, funding providers and management on key performance indicators, efficiency drivers, cost drivers and volume metrics.

## Key challenges

- Providing information and support that is timely and fit for purpose to both the Manager, Management Accounting and nominated stakeholders. Timeframes for regular reporting are under constant pressure to be reduced, and resources allocated to such tasks need to be minimised.
- Maintaining comprehensive and up to date knowledge of current management accounting and budgeting procedures including reporting requirements and techniques.

## Key relationships

Who	Why
<b>Internal</b>	
Executive, Senior Managers and finance colleagues.	<ul style="list-style-type: none"><li>• Provide advice, support and gather information.</li></ul>
<b>External</b>	
NSW Treasury, Commonwealth Attorney General's Department, fund providers and other NSW Government agencies	<ul style="list-style-type: none"><li>• Provide reports, information and fulfil audit requirements</li></ul>

## Role dimensions

### Decision making

The Senior Finance Partner Performance and Reporting operates with autonomy in respect of their day to day work priorities and the coordination of work and is fully accountable for the quality, integrity and advice that is provided. In matters that are sensitive, high-risk or business critical, the role consults with the manager to agree on a suitable course of action.

### Reporting line

Manager, Management Accounting

### Direct reports

Financial analyst

### Budget/Expenditure

n/a

## Essential requirements

Tertiary qualifications in accounting or equivalent and extensive relevant experience.

Advanced knowledge and skills in financial modelling and financial management systems

Fully vaccinated against COVID-19 prior to commencement






## 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](http://www.psc.nsw.gov.au/capabilityframework)


This role also utilises an [occupation specific capability set](#).

### 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
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Intermediate</b>
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Adept
 Business Enablers	<b>Finance</b>	<b>Advanced</b>
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	<b>Manage Reform and Change</b>	<b>Adept</b>

## Finance Professionals Capability Set

Capability Group	Capability Name	Level
	Financial Strategy, Governance and Risk Management	Level 2
	Financial Accounting and Statutory Reporting	not applicable
	Management Accounting	Level 3
	Audit and Assurance	not applicable
	Taxation	not applicable
	Finance Operations and Systems	Level 1
	Finance Business Partnering	Level 4

### 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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Utilise facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements</li> <li>• Keep discussion focused on the key issues</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Create a culture of achievement, fostering on-time and on-budget quality outcomes in the organisation</li> <li>• Identify, recognise and celebrate success</li> <li>• Establish systems to ensure all staff are able to identify direct connection between their effort and organisational outcomes</li> <li>• Identify and remove potential barriers or hurdles to ongoing and long term achievement of outcomes</li> <li>• Initiate and communicate high level priorities for the organisation to achieve government outcomes</li> <li>• Use own professional knowledge and expertise of others to drive organisational and government objectives forward</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Finance	Advanced	<ul style="list-style-type: none"> <li>• Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>• Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>• Assess relative cost benefits of direct provision or purchase of services</li> <li>• Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>• Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>• Respond to financial and risk management audit outcomes, addressing areas of non-compliance</li> </ul>
<b>People Management</b> Manage Reform and Change	Adept	<ul style="list-style-type: none"> <li>• Actively promote change processes to staff and participate in the communication of change initiatives across the organisation</li> <li>• Provide guidance, coaching and direction to others managing uncertainty and change</li> <li>• Engage staff in change processes and provide clear guidance, coaching and support</li> <li>• Identify cultural barriers to change and implement strategies to address these</li> </ul>