

# Role Description

## Project Cost Controller

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure & Place/PMO/PMG
Location	Sydney
Classification/Grade/Band	Grade 7
ANZSCO Code	221111
PCAT Code	1328391
Date of Approval	November 2015
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport Cluster. At Transport, we are passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has a higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we are delivering a \$41.5bn program – the largest this nation has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce which reflects the community and customers we serve.

### Primary purpose of the role

The primary purpose of the role is to provide financial performance analysis through effective and compliant cost attribution, financial control and reporting covering areas including budgeting, forecasting, accruals, journals, cash flow monitoring, as well as managing payments processing and cost recovery.

### Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Ensure that financial policies, procedures and internal controls are effectively implemented and a robust financial control environment is in place consistent with PMO standards and other programs
- Ensure appropriate coding structures are maintained in accordance with PMO Standards, including but not limited to closing codes on project completion, taking responsibility for the accuracy and completeness of the project/program cost codes within the accounting system
- Be the lead for project/ program cost attribution with regard to month-end financial close processes, timely invoice processing and raising, accruals and cost transfers, monitoring and reviewing aged accruals, monthly financial performance monitoring/reporting, undertaking variance analysis (actual vs. planned) and advising project/program leads on financial risks and appropriate resolution

- Manage interagency certification of accruals and invoices working in partnership with the PMO and colleagues in other areas of the Transport Cluster, ensuring accounting entries are backed by suitable working papers which meet the requirements of accounting standards, NSW Treasury policies, circulars and directions
- Provide financial advice in relation to contract management, including the management of variations, contractor certificates of currency, and invoice disputes, including but not limited to the review and maintenance of budget alignment and set up/vary commitment levels to ensure sufficiency to maintain timely supplier payments
- Ensure alignment of budget, commitment and cost, respecting business rules in relation to financial data validation, monitoring that all payments relate to properly approved contracts and variations following financial delegations and project/program governance structures
- Play a key role in the production of risk assessed detailed financial forecasts at disaggregated project cost code level, profiling cost forecasts across the full life cycle of each project/program into planned monthly cash flows, ensuring reporting deadlines are met and full compliance with financial procedures is achieved working in partnership with the PMO Finance Team

## Key challenges

- Developing and maintaining strong working relationships with deployed specialist resources, project and branch management teams, and the wider TfNSW community to enhance technical knowledge.
- Building effective relationships to understand customer needs and requirements to deliver customer focussed outcomes.

## Key relationships

Who	Why
<b>Internal</b>	
PMO Management; Project Management	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on issues and resolutions</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Participate in meetings to represent work group perspective and share information</li> <li>• Participate in discussions and decisions regarding implementation of innovation and best practice</li> </ul>

## Role dimensions

### Decision making

As per the delegations of the role

### Reporting line

The role reports to the a Senior Project Cost Controller

This role is a deployed resource and project-focused and as such will report functionally to the Project Controls Manager along with other PCG and PMG resources allocated to the project team

### Direct reports

The role has no direct reports

## Budget/Expenditure

The budget/expenditure allocation for this role is to be confirmed

## Essential requirements





Tertiary qualifications in Accounting, Commerce or relevant discipline, or equivalent 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](http://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
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	<b>Finance</b>	<b>Adept</b>
	Technology	Intermediate
	<b>Procurement and Contract Management</b>	<b>Adept</b>
	Project Management	Intermediate

## 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> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Finance	Adept	<ul style="list-style-type: none"> <li>Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures</li> <li>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</li> <li>Understand and apply financial audit, reporting and compliance obligations</li> <li>Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</li> <li>Seek specialist advice and support where required</li> <li>Make decisions and prepare business cases paying due regard to financial considerations</li> </ul>
<b>Business Enablers</b> Procurement and Contract Management	Adept	<ul style="list-style-type: none"> <li>Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>Develop well written, well-structured procurement documentation that clearly sets out the business requirements</li> <li>Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective</li> <li>Be aware of procurement and contract management risks, and what actions are expected to mitigate these</li> <li>Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles</li> <li>Escalate procurement and contract management issues where required</li> </ul>