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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Regional Precincts Group/ Regional Growth NSW Development Corporation (the Corporation) |
| **Location** | Regional NSW Location negotiable |
| **Classification/Grade/Band** | Clerk Grade 9-10 |
| **Role Family (internal use only)** | Bespoke/ Finance and Economics/ Deliver |
| **ANZSCO Code** | 221111 |
| **PCAT Code** | 1223234 |
| **Date of Approval** | September 2021 |
| **Agency Website** | https://www.rgdc.nsw.gov.au |

**Agency overview**

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state’s mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The Regional Growth NSW Development Corporation (the Corporation) is established under the Growth Centres (Development Corporations) Act 1974 to lead the delivery and implementation of the Government’s Special Activation Precincts program. These world class precincts will support existing and emerging ‘engine industries. This includes but is not limited to advanced manufacturing, renewable energy, agribusiness and freight and logistics which will drive regional NSW economies over the next 20 years.

**Primary purpose of the role**

The Senior Finance Project Officer is responsible for financial projects to improve internal processes and structures, and the management of branch financial systems, general ledger and records administration, and the provision of financial reporting in accordance with statutory requirements.

***The role will primarily (approx. 90% to 100%) function as RGDC Corporate support, with secondary responsibilities to the Special Activation Precincts (approx. 0% to 10%). Where RGDC scales up both in terms of delivery and number of Special Activation Precincts, so too will the role allocation in accordance with the aforementioned ranges.***

# Key accountabilities

* Deliver financial projects to improve internal processes and structures.
* Provide training and skills development of staff to establish good processes and procedures.
* Maintain program financial reporting requirements and assist with the review of relevant policies and procedures.
* Complete complex balance sheet reconciliations that are supported by the subsidiary ledger and proactively investigate and resolve anomalies identified in the preparation of reconciliations to ensure the continued integrity of general and subsidiary ledger and records.
* Coordinate month and year end processing and close procedures to ensure the completion of returns to central agencies.
* Undertake in depth analysis of the Branch budget allocation data and develop financial models to inform management and executive decision making.
* Collaborate with internal and external stakeholders to promptly resolve issues and respond to enquiries.
* Provide advice, information, and guidance on finance and funding matters to staff across the agency; to provide governance and support good practice.

**Key challenges**

* Ensuring the provision of accurate data within limited time constraints in conjunction with maintaining the accuracy of all records.
* Managing periods of high pressure within the work environment often driven by external non-negotiable deadlines.
* Prioritising tasks in a changing environment with time pressures and ensuring timely and accurate fulfilment of tasks.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager  | * Receive broad guidance, exchange information and provide advice
* Escalate issues as appropriate.
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| Team | * Provide guidance, discuss priorities, provide regular updates on key issues and progress and manage performance
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| Internal clients and stakeholders | * Exchange information and collaborate on team based assignments
* Build relationships with internal stakeholders to provide guidance for procurement activities.
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| **External** |  |
| Clients and stakeholders | * Exchange information, obtain details of contracts and confirmation of quality service delivery
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# Role dimensions

## Decision making

* Acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes.
* Refers to the Manager issues that are contentious or require a higher level of delegation.
* In consultation with others, provides content for advice and information in response to questions, or for Ministerial correspondence, briefs, submissions and reports

## Reporting line

Manager

## Direct reports

TBA

## Budget/Expenditure

Nil

Essential requirements

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

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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.

# 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.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect and collaborate with relevant customers within the community | Adept |
| **Work Collaboratively**Collaborate with others and value their contribution | Recognise outcomes achieved through effective collaboration between teamsBuild cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across governmentFacilitate opportunities to engage and collaborate with stakeholders to develop joint solutionsNetwork extensively across government and organisations to increase collaborationEncourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about own and others’ application of these practicesBe aware of risks and act on or escalate risks, as appropriateUse financial and other resources responsibly | Intermediate |
|  | **Finance**Understand and apply financial processes to achieve value for money and minimise financial risk | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measuresUnderstand the impacts of funding allocations on business planning and budgetsIdentify discrepancies or variances in financial and budget reports, and take corrective actionKnow when to seek specialist advice and support and establish the relevant relationshipsMake decisions and prepare business cases, paying due regard to financial considerations | Advanced |
| **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Identify opportunities to use a broad range of technologies to collaborateMonitor compliance with cyber security and the use of technology policiesIdentify ways to maximise the value of available technology to achieve business strategies and outcomesMonitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
| **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |

# 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.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |