

Role Description

Senior Management Accountant



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Finance
Position Description no	10186-01
Classification/Grade/Band	TAFE Manager Level 1
Senior executive work level standards	Not Applicable
ANZSCO Code	221000
PCAT Code	1223337
Date of Approval	June 2022
Agency Website	www.tafensw.edu.au

Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

Primary purpose of the role

The Senior Management Accountant leads a small team of management accounting professionals in the preparation of month-end and consolidated analysis/ general ledger / dashboard and bespoke financial performance reports. The position focusses on accuracy of end of month reporting, with a particular attention to consolidating analysis, accuracy of data and providing supportive narrative.

Key accountabilities

1. Lead the preparation of month-end general ledger dashboard and bespoke reports in order to ensure effective management accounting across TAFE NSW.
2. Co-ordinate and provide oversight to the Management Accounting team in the preparation, consolidation and initial analysis and assessment of the financial performance of TAFE NSW against budget, forecast and last year for the information required by internal and external stakeholders.
3. Support the development of external budgets, forecasts and Forward Estimates data on a whole of TAFE basis. Liaise with NSW Treasury and the Education Cluster as required.
4. Co-ordinate and review the response for any Ministerial and external stakeholder requests relating to management accounting information.
5. Co-ordinate and guide the management accounting team in the ongoing development and improvement of a range of analytical reports that support key stakeholders in understanding the current financial position for TAFE NSW key business units.
6. Develop and update draft policies and procedures for review and approval supporting robust management reporting and oversee application and compliance, to support business decisions which enable delivery of TAFE NSW priorities.
7. Manage, coordinate, monitor and review the effective control of chart of accounts to ensure data is entered appropriately and financial integrity is always maintained.
8. Collaborate with colleagues (including Finance Business Partners) to verify financial quality, consistency and alignment of data to stakeholder requirements.
9. Apply management reporting policies and procedures in the areas of costing, business drivers and chart of accounts design and reporting processes to ensure high quality accounting deliverables.
10. Support the development of high-level financial management acumen and capability across TAFE NSW Corporate business units through building positive and strong relationships with Executive leadership and senior management teams, coaching and tailoring advice and support to meet business needs and drive increased accountability.
11. Demonstrate a genuine commitment to safety excellence and safety leadership. This includes setting health and safety expectations, results, and behaviours with direct reports, providing a safe workplace and ways of working, and promoting and complying with safety systems and procedures.
12. Place the customer at the centre of all decision making.
13. Manage and develop a high performance team, aligned to the core values of integrity, collaboration, excellence and a customer first attitude, through effective leadership, support and feedback.
14. Collaborate with staff to ensure the development and regular review of meaningful individual performance development and review plans that are clearly aligned to strategic objectives and focused to develop the individual

Key challenges

- Providing comprehensive, accurate and timely reports (sometimes drawing from a collective of legacy systems across TAFE NSW) with limited influence on timelines and quality of content with a level of urgency to analyse and deliver amidst other reporting priorities.
- Ensuring best practice financial management underpins all responsibilities and activities for the team.
- Identifying, and implementing approved financial improvements so that management accounting delivers effective organisational support

Key relationships

Internal

Who	Why
Line Manager	<ul style="list-style-type: none">• Receive leadership, advice and support.• Provide analysis and support on strategic and operational matters, including financial management and performance, budgets, forecasts and resource and risk management.• Provide analysis and support on any financial issues involving NSW Treasury, the Education Cluster and other Government Agencies
Direct Reports	<ul style="list-style-type: none">• Provide leadership, advice and support.• Support consistent application of work activities, monitor outcomes and implement improvements and initiatives as required.• Coach, mentor, and manage performance and capability development
Colleagues across the Finance Group (including Financial Control & Treasury)	<ul style="list-style-type: none">• Share data, commentary, analysis and stakeholder requirements.• Link to financial reporting and accounting operations.• Provide reports, analysis and other requirements.• Explore opportunities for best practice improvements in business delivery.

External

Who	Why
NSW Treasury	<ul style="list-style-type: none">• Explore data input into PRIME and associated NSW Treasury liaison.
Education Cluster	<ul style="list-style-type: none">• Review and update commentary of month end results, budgets, forecasts and Forward Estimates projections as required and attend meetings to discuss if requested.

Role dimensions

Decision making

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Manage functional expenditure and resourcing within relevant policy and delegation frameworks.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

Reporting line

Senior Manager Management Reporting

Direct reports

Up to 3

Budget/Expenditure

TBA

Essential requirements

1. A valid Working with Children Check (required prior to commencement).
2. Degree qualification in a related field or equivalent skills knowledge and experience.
3. Membership of recognised professional accounting association (at member or associate level).
4. Demonstrated experience in the oversight and preparation of month end, general ledger, dashboard and bespoke reports.

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.


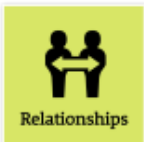
The capabilities are separated into focus capabilities and complementary capabilities

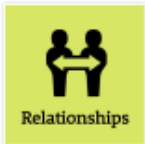
Focus capabilities

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.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences • Speak in a highly articulate and influential manner • State the facts and explain their implications for the organisation and key stakeholders • Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations • Anticipate and address key areas of interest for the audience and adapt style under pressure 	Highly Advanced



Work Collaboratively

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Design and develop systems to establish and measure accountabilities
- Ensure accountabilities are exercised in line with government and business goals
- Exercise due diligence to ensure work health and safety risks are addressed
- Oversee quality assurance practices
- Model the highest standards of financial probity, demonstrating respect for public monies and other resources
- Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
- Incorporate sound risk management principles and strategies into business planning

Advanced



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management
- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

Advanced



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements

Adept



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others









- Refine roles and responsibilities over time to achieve better business outcomes
- Recognise talent, develop team capability and undertake succession planning
- Coach and mentor staff and encourage professional development and continuous learning
- Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation
- Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Advanced


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	Advanced
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	Level 3