

POSITION DESCRIPTION

MANAGER - MANAGEMENT ACCOUNTING AND ANALYTICS

BRANCH/UNIT	Financial Planning and Analysis		
TEAM	Management Reporting and Analytics		
LOCATION	Kingswood		
CLASSIFICATION/GRADE/BAND	TM1		
POSITION NO.	TBA		
ANZSCO CODE	132211	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

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.

2. POSITION PURPOSE

The Manager, Management Accounting and Analytics manages a team of financial professionals in producing comprehensive management reports supported with commercially focused astute commentary to ensure accurate, clear and relevant business data for internal stakeholders.

3. KEY ACCOUNTABILITIES

1. Assist in the development of the architecture and alignment of management and performance reporting, ensuring the design of the reporting provides a clear, concise, transparent, effective and insightful understanding of the business.
2. Provide high quality, timely, insightful, commercial commentary and analysis of the business on financial performance against budget, forecasting, dashboards and key KPIs to support informed decision making for the business.
3. Manage and/or contribute to the production of ad-hoc and routine monthly performance reporting and against strategic plan, budgets and forecasts, ensuring ledger integrity and control of the charts of accounts for the unit.
4. Contribute and agree to the design and format of qualitative strategically aligned reporting in collaboration with the 'Planning, Systems and Tools' team to ensure holistic and consistent approach.
5. Manage, review and develop a high performance management reporting team to ensure collaborative team work, quality and timely outcomes against key performance indicators in a customer centric environment.
6. Manage and maintain working relationships with Finance Business Partners and Senior Management to facilitate the development of architecture, design and coordination of reporting processes that meet the changing needs of the business.
7. By example, lead the development of a safe, healthy and inclusive work environment, including implementation and review of appropriate strategies and measures.
8. Place the customer at the centre of all decision making.
9. 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.
10. Ensure your staff have meaningful and regularly reviewed individual performance management and development plans that are clearly aligned to strategic objectives and professionally develop the individual.

4. KEY CHALLENGES

- Contribute to and actively support the transition from 10 independently operated Institutes to a single One TAFE strategy, through a distributed Corporate Office and 5 Region + TAFE digital model whilst ensuring BAU is not directly impacted.
- Maintaining and reviewing finance reporting systems continuity across a number of different local legacy systems under a significant period of change and requiring innovative approaches and collaboration to maintain the delivery business performance information.
- Providing comprehensive, accurate and timely reports drawing from a collective of legacy systems across TAFE NSW with limited influence on timelines, quality of content with a level of urgency to analyse and delivery amidst other reporting priorities.
- Partnering with diverse stakeholders with varying degrees of financial acumen to communicate and educate in a meaningful way for their respective business while keep the message clear and precise.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Head of Management Reporting and Analytics	<ul style="list-style-type: none">• Receive leadership, direction and support
Direct Reports	<ul style="list-style-type: none">• Provide leadership, direction and support
Chief Financial Officer (CFO)	<ul style="list-style-type: none">• Provide high quality performance reporting and analysis to the CFO
Senior Manager, Business Intelligence	<ul style="list-style-type: none">• Accessing and supporting the data warehouse

6. POSITION DIMENSIONS

Reporting Line: Head of Management Reporting and Analytics

Direct Reports: 3

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues within professional knowledge and expertise and structured by established management systems.
- 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.

7. ESSENTIAL REQUIREMENTS

1. Appropriate tertiary qualifications in Accounting and demonstrated knowledge and experience in managing financial services functions in a complex organisation with particular experience in preparation and oversight of statutory financial statements.
2. Demonstrated knowledge and experience in the application of Australian Accounting Standards, and ability to apply the NSW Public Finance and Audit Act, Treasurers Directions and policies and procedures relating to government and accounting procedures and government procurement policies and procedures.
3. Ability to address and meet focus capabilities as stated in the Position Description.






8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
	Display Resilience & Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Deliver Results	Advanced
	Plan And Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Advanced
	Finance	Advanced
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	Adept
	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Adept

OCCUPATION/PROFESSION SPECIFIC CAPABILITIES FOR THE POSITION

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Level 1 → Level 2 → Level 3 → Level 4 → Level 5

CAPABILITY	DEFINITION	LEVEL
Financial Strategy, Governance and Risk Management	Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions	Level 3

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
Finance Business Partnering	Partner with key stakeholders and provide expert professional advice, coaching and consulting to enable the effective alignment of financial management strategies and organisational objectives	Level 2

FOCUS CAPABILITIES

The focus capabilities for the Manager, Management Accounting and Analytics 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate 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 on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> 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
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> 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 direct provision or purchase of services Understand and promote the role of sound financial management and its impact on organisational effectiveness Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement Respond to financial and risk management audit outcomes, addressing areas of non-compliance
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> 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 Provide timely, constructive and objective feedback to staff Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Inspire Direction and Purpose	Adept	<ul style="list-style-type: none">• Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation• Translate broad goals into operational needs and explain the links for the team• Link team performance goals to team/unit goals to ensure implementation of government policy• Ensure team objectives and outcomes lead to implementation of government policy• Recognise and acknowledge high individual/team performance