Role Description
Funds Officer

Cluster	Planning, Industry and Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Corporate Services/Finance
Classification/Grade/Band	Clerk Grade 3-4
Location	Sydney/Orange
Role Family	Bespoke/Finance and Economics/Deliver
ANZSCO Code	551111
PCAT Code	1553292
Date of Approval	March 2017 (updated September 2020)
Agency Website	www.dpie.nsw.gov.au

About the Department of Planning, Industry and Environment

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Corporate Services division develops, manages and advises on systems, infrastructure, policies and standards for the department in the areas of finance, procurement and administration, asset management, information and communication technology.

Primary purpose of the role

The Funds Officer is responsible for maintaining up to date banking data, preparation and processing of disbursements and remittance advices to suppliers and grant recipients, including the preparation of cashflow forecasts. The role also assists the Senior Officers to administer all bank accounts and merchant facilities for the Department and clients.

Key accountabilities

- Maintain current banking data in the ERP daily including monitor and maintain daily cashflow against Treasury tolerance levels.
- Monitor and manage bank accounts for rejects, and liaise with suppliers to resolve, follow up unidentified bank statement entries including direct debits, to ensure they are cleared in a timely manner.

- Prepare and process the daily disbursements for both cheque and EFT across multiple agencies, including cheque and remittance advice distribution, and the management of unpresented cheques
- Process bank transfer requests and global disbursements across multiple agencies to ensure operational requirements are met.
- Work closely with the Team Leader and Senior Officers, administering all bank accounts for the Department and clients, including maintenance of the merchant facility register and daily and monthly cashflows
- Identify process improvement opportunities to streamline the funds management processes and assist with the development and implementation of policies and guidelines.
- Assist in testing enhancements and upgrades within the ERP and other corporate systems and on-boarding/off-boarding of additional services and/or clients.

Key challenges

- Ensuring compliance to Departmental policies and procedures in relation to finance and administrative processing functions.
- Identifying and adopting opportunities to improve the efficiency and control of funds management functions.
- Maintaining a high level of confidentiality in dealing with sensitive issues and information and providing high level customer service on a consistent basis.

Key relationships

Who	Why
Internal	
Team Leader Banking and Funds Management	• Receives guidance from, discusses priorities and provides regular updates on key issues and progress
Senior Officers and team members	• Exchange information and provide feedback, seek guidance from.
Clients	• Provide advice and information
External	
Suppliers	• Liaise with suppliers to resolve banking issues, as required
Government banking institutions	• Seek advice and share information • Provide financial information

Role dimensions

Decision making

Operates in structured operating environment that is subject to established policies procedures and practices underpinned by statutory requirements. The position has some capacity to adapt operating practices. Decisions which can be made by the position holder include; prioritising own workload.

Reporting line

Team Leader Banking and Funds Management

Direct reports

Nil

Budget/Expenditure

Nil

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	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate

	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
	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 actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate

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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			
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	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational