

## AUDIT LIAISON OFFICER

BRANCH/UNIT	Financial Control and Treasury		
TEAM	Financial Control		
LOCATION	Ultimo		
CLASSIFICATION/GRADE/BAND	Tafe Worker Level 9		
POSITION NO.	TBA		
ANZSCO CODE	221111	PCAT CODE	TBA
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

### 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 Audit Liaison Officer is responsible for supporting the preparation and publication of the annual TAFE NSW financial statements, acting as a key point of contact and effectively managing relationships with internal and external auditors contributing to ensuring a controlled environment.

### 3. KEY ACCOUNTABILITIES

1. Be accountable for the entire life-cycle of the external audit including working with the Audit Office to facilitate an efficient and effective audit plan.
2. Engage with the key stakeholders and owners of TAFE NSW in order to enhance internal controls by providing insight and support in the preparation of written directions, policies and procedures.
3. Provide a key point of contact with internal and external auditors, and manage the relationships effectively to help drive the completion of their audits under a controlled, collaborative and efficient environment.
4. Support and assist the Manager Financial Reporting Projects in the preparation of the annual financial statements, applying all applicable accounting standards and management accounting principles to enable high quality internal and external reporting for executive leadership team, general managers and internal/external auditors.
5. Identify, recognise and account for transactions in the TAFE NSW SAP environment in order to analyse and prepare financial statement notes compliant with statutory, regulatory and agency requirements, ensuring production within communicated time frames and compliance with all other applicable accounting standards.
6. Develop appropriate monitoring documentation and maintain the internal control environment to ensure existing accounting policies are consistent, remain relevant and comply with current accounting standards, work processes and controls.
7. Review, remediate and enhance financial reconciliations of the general ledger balance sheet (or income statement, as required) to support the internal and external audit process and the Financial Controller's mandate.
8. Review and provide guidance on the monthly reconciliations on an organisation-wide basis, ensuring accruals and period-end journals have been processed correctly within agreed time frames.
9. Prepare and lodge financial statements for all operating entities under TAFE NSW, working with internal and external auditors to ensure controlled, collaborative, and efficient delivery of the audits and respond to financial inquiries by gathering, analysing, summarising and interpreting data to ensure compliance with legislative requirements and accounting standards.
10. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop and review meaningful performance management and development plans

### 4. KEY CHALLENGES

- Engaging and influencing stakeholders to ensure successful operations of the TAFE NSW financial reporting group and reporting on all transactions across geographically dispersed locations.
- Meeting the statutory, legislative, regulatory and management reporting requirements of Financial Control and Treasury in a high volume driven and controlled environment.

## 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Manager Financial Reporting Projects	<ul style="list-style-type: none"> <li>• Provide leadership, direction and support</li> </ul>
Management and staff in other Finance functions	<ul style="list-style-type: none"> <li>• Liaise on accounting and related financial management issues</li> </ul>
Management and staff across TAFE NSW	<ul style="list-style-type: none"> <li>• Liaise on accounting and related financial management issues</li> </ul>
<b>External</b>	
External agencies	<ul style="list-style-type: none"> <li>• Liaise on developments and initiatives affecting the future operation of TAFE NSW</li> </ul>
NSW Audit Office	<ul style="list-style-type: none"> <li>• Provide information and assistance with responses and reporting</li> </ul>

## 6. POSITION DIMENSIONS

**Reporting Line:** Manager Financial Reporting Projects

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial delegation:** TBA

**Budget/Expenditure:** TBA

**Decision Making:**

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

1. Degree in Accounting, Finance or related field or equivalent skills, knowledge and experience.
2. Significant audit and advisory experience across preparation of annual financial statements and consolidations.
3. Comprehensive knowledge of Australian Accounting Standards, Public Finance and Audit Act, Treasurer's Directions and other government regulations, policies and procedures.
4. Ability to address and meet focus capabilities as stated in the Position Description.

## 8. CAPABILITIES

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## 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

## FOCUS CAPABILITIES

The focus capabilities for the Audit Liaison Officer 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.

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan And Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	<b>Finance</b>	<b>Advanced</b>
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	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
<b>Finance Operations and Systems</b>	Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes	<b>Level 3</b>

## NSW Public Sector Focus Capabilities

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>		
Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience.</li> <li>Clearly explain complex concepts and arguments to individuals and groups.</li> <li>Monitor own and others' non-verbal cues and adapt where necessary.</li> <li>Create opportunities for others to be heard.</li> <li>Actively listen to others and clarify own understanding.</li> <li>Write fluently in a range of styles and formats.</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration.</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units.</li> <li>Share lessons learned across teams/units.</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work.</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>		
Think and	Intermediate	<ul style="list-style-type: none"> <li>Research and analyse information and make recommendations based on relevant evidence.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Solve Problems		<ul style="list-style-type: none"> <li>Identify issues that may hinder completion of tasks and find appropriate solutions.</li> <li>Be willing to seek out input from others and share own ideas to achieve best outcomes.</li> <li>Identify ways to improve systems or processes which are used by the team/unit.</li> </ul>
<b>Business Enablers</b>		
Finance	Advanced	<ul style="list-style-type: none"> <li>Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management.</li> <li>Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound.</li> <li>Assess relative cost benefits of direct provision or purchase of services.</li> <li>Understand and promote the role of sound financial management and its impact on organisational effectiveness.</li> <li>Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement.</li> <li>Respond to financial and risk management audit outcomes, addressing areas of non-compliance.</li> </ul>