

# Role Description

## Head of Finance



Cluster	Department of Enterprise, Investment & Trade
Agency	Museums of History NSW
Division/Branch/Unit	Corporate Services Division/ Finance Team
Location	Sydney
Classification/Grade/Band	Clerk Grade 11/12
Role Number	FIN001
ANZSCO Code	132211
PCAT Code	1223436
Date of Approval	13 September 2021
Agency Website	<a href="http://www.mhnswnsw.au">www.mhnswnsw.au</a>

### Agency overview

Museums of History NSW (MHNSW) is an executive agency within the NSW Department of Enterprise, Investment and Trade and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

Museums of History NSW is the first cultural institution in the state with history as its core mandate. As a custodian and storyteller, MHNSW is committed to preserving and presenting our state's unique history and bringing its stories to life through diverse voices and viewpoints. We place history before us not behind us, making it immersive, discoverable and relevant through interpretation, exhibitions, public programs and online resources.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

### Primary purpose of the role

Manage and direct the Finance team to provide high level financial advice and accurate information to NSW Treasury, Trustees and Senior Management, and ensure MHNSW manages its budget prudently and in

compliance with the Public Finance & Audit Act 1983 and relevant statutory and Australian Accounting Standards.

## Key accountabilities

- Direct the development and implementation of accounting policies and procedures throughout MHNSW to improve efficiency while ensuring compliance with relevant legal, professional and ethical standards.
- Prepare annual financial statements in compliance with Accounting Standards & Treasury Guidelines to ensure
- Direct the development of the annual budgets and negotiate with Senior Management and Team Leaders to ensure it is balanced and achievable.
- Provide strategic management of MHNSW's investment portfolio and provide high-level analysis to Senior Management and Trustees to maximise MHNSW's monetary resources.
- Work with Senior Management to develop strategies and procedures to maximise MHNSW income from all sources.
- Provide professional leadership and expert advice to MHNSW staff working to control costs and increase self-generated revenue within a public sector environment.
- Conduct budgeting and cash forecasting; annual financial statement, performance at organisational and Team levels; and the development and implementation of financial policies and procedures.

## Key challenges

- Providing authoritative, high level financial analysis and reliable counsel to senior management to enable them to resolve conflicts in priorities and resource issues and achieve the objectives of MHNSW.
- Developing and managing proactively MHNSW's budget and financial performance in the context of reduced levels of government funding and the need to increase self-generated income.
- Directing the internal and external audit processes including the investigation, resolution and reporting on matters raised in a proactive manner to ensure compliance with relevant legislation, policies and guidelines.

## Key relationships

Who	Why
<b>Internal</b>	
Director, Corporate Services	<ul style="list-style-type: none"><li>• Receives guidance from the in relation to wider SAR and MHNSW structural, cultural and political objectives.</li></ul>
Direct reports and Finance Team	<ul style="list-style-type: none"><li>• Lead and coach the Finance team and ensure that they have the appropriate skills, expertise and judgment to manage projects and work collaboratively with other staff in MHNSW.</li><li>• Work with to undertake yearly review and valuation of properties, including rental properties.</li><li>• Provide direction in relation to the maintenance and reconciliation of the General Ledger, internal control systems and the preparation of reports and statistics to ensure accounting, financial and operating reports accurately reflect the conditions of the business.</li><li>• Directing the Finance team, resolving conflicts and ensuring they are deployed efficiently and able to meet the corporate finance objectives and deadlines.</li></ul>

Who	Why
Executive and Team Management	<ul style="list-style-type: none"> <li>• Provide information and advice regarding financial procedures, reporting and budgeting.</li> <li>• Prepare reports and budgets as required.</li> <li>• Provide accurate, timely and analytical reports, to meet a range of purposes including: statutory deadlines, NSW Government requests, and management reports.</li> </ul>
Trustees	<ul style="list-style-type: none"> <li>• Provide accurate, timely and analytical reports, to meet a range of purposes including: statutory deadlines, NSW Government requests, and management reports.</li> </ul>
Operations Branch	<ul style="list-style-type: none"> <li>• Work closely with the Operations Branch to ensure the Finance team manages risks, complies with and reports on relevant policies including Equal Employment Opportunity (EEO), Workplace Health &amp; Safety (WHS), Code of Conduct and other requirements.</li> </ul>
Staff across the agency	<ul style="list-style-type: none"> <li>• Influencing staff at all levels to adopt a culture of financial and reporting awareness and responsibility.</li> </ul>

## External

NSW Treasury and government departments	<ul style="list-style-type: none"> <li>• Work closely with in order to represent MHNSW, maintain its integrity and negotiate improved funding outcomes.</li> <li>• Provide accurate, timely and analytical reports, to meet a range of purposes including: statutory deadlines, NSW Government requests, and management reports.</li> </ul>
Professional associations, cultural organisations, government, contractors and services providers	<ul style="list-style-type: none"> <li>• Communicate with to ensure the agency is meeting its financial obligations.</li> <li>• Develop and maintain working relationships and networks.</li> </ul>

## Role dimensions

### Decision making

This role:

- Takes active ownership of own work.
- Has a level of autonomy to deliver the initiatives and projects on time, within budget and to expectations in terms of quality, deliverables and outcomes.
- Makes day to day decisions relating to work priorities and workload management.
- Consults with supervisor on issues with the potential to escalate or create precedent.
- Refers to supervisor for decisions that require significant change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegations limits.
- Maintains a detailed and current knowledge of Australian Accounting Standards and evolving public sector practice.
- Has a proactive attitude towards work, with the ability to take the initiative in foreseeing and resolving potential challenges.
- Has proven organisational skills with the ability to manage workloads and priorities to meet demanding deadlines.
- Uses dynamic leadership style with the ability to keep a diverse staff group motivated and committed.
- Employees strong communication skills, both written and oral, with excellent interpersonal skills.

### Reporting line

This role reports to the Director, Corporate Services.

## Direct reports

The following roles report to the Head of Finance:

- 3 x Senior Accountant

## Budget/Expenditure

As per delegations.

## Essential requirements

- A minimum 8 -10 years' accounting experience with medium to large private or government sector organisations and have a high level of business acumen.
- Relevant university qualifications and full membership of either CPA Australia or the Institute of Chartered Accountants Australia.
- A thorough knowledge of Australian Accounting Standards, with ability to quickly develop an understanding of the Public Finance and Audit Act 1983 and Treasury Directions.
- A high level of experience in the use and management of computerised accounting systems such as SUN Systems or similar systems used in a commercial environment.
- Sound knowledge and experience of financial reporting and highly developed spreadsheet skills or the use of OLAP technology.
- Willingness to work across MHNSW sites and ability to travel to multiple locations.

## 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
 <b>Personal Attributes</b>	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<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>	Adept
	<b>Manage Self</b> Be ethical and professional, and uphold and promote the public sector values	<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>	Adept
 <b>Relationships</b>	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<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>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes</li> <li>Drive a culture of achievement and acknowledge input from others</li> <li>Determine how outcomes will be measured and guide others on evaluation methods</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>Control business unit output to ensure government outcomes are achieved within budgets</li> <li>Progress organisational priorities and ensure that resources are acquired and used effectively</li> </ul>	Advanced
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept
 Business Enablers	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	<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 Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>Assess relative cost benefits of various purchasing options</li> <li>Promote the role of sound financial management and its impact on organisational effectiveness</li> <li>Obtain specialist financial advice when reviewing and evaluating finance systems and processes</li> <li>Respond to financial and risk management audit outcomes, addressing areas of noncompliance in a timely manner</li> </ul>	Advanced

## FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Manage and Develop People</b> Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• 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</li> </ul>	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.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 <b>Relationships</b>	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 <b>Results</b>	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 <b>Business Enablers</b>	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 <b>People Management</b>	Project Management	Understand and apply effective project planning, coordination and control methods	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

## Finance Professionals Capability Set

Capability Group	Capability Name	Level
 <b>Occupation Specific</b>	<b>Financial Strategy, Governance and Risk Management</b>	<b>Level 4</b>
	<b>Financial Accounting and Statutory Reporting</b>	<b>Level 5</b>
	<b>Finance Business Partnering</b>	<b>Level 4</b>