

Role Description

Senior Accountant & Business Partner



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Finance and Operations Group / Treasury Finance
Location	Sydney CBD
Classification/Grade/Band	Grade 9/10
Kind of Employment	Ongoing
ANZSCO Code	221111
PCAT Code	2119192
Date of Approval	October 2019
Agency Website	https://www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to “About Treasury” and “Our Treasury Team”).

Primary purpose of the role

The role of the Senior Accountant & Business Partner is to perform the accounting and preparation of financial statements for several reporting entities, in compliance with Australian accounting standards, legislation and Treasury policies; maintain strong and effective partnerships with stakeholders of the assigned entities to promote the achievement of financial and broader organisational objectives; contribute to the delivery of projects specific to the team, or the broader Treasury Finance, as required.

Key accountabilities

- Responsible for the monthly and yearly accounting (financial, management & budgeting) and reporting processes
- Preparation of annual financial statements, notes and accompanying work papers
- Deliver high level strategic, tactical and operational financial advice and support to a diverse range of stakeholders, including independent Boards for the assigned reporting entities
- Provide high quality, timely reporting and analysis to management and independent Boards to support decision making and manage risk
- Assist the Finance team to meet cyclical workflow, projects or any other duties
- Maintain good working relationships with all internal and external stakeholders.

Key challenges

- Maintain high level understanding and knowledge of Australian Accounting Standards, including the latest current and future developments
- Have a proactive approach to the identification and improvement of accounting processes and procedures; increase operational efficiency and internal control practices
- Anticipating the financial implications of business decisions and providing evidence-based advice to influence and negotiate change where necessary
- Adapting to a changing and challenging environment that includes relationships with highly technical, sophisticated and diverse businesses
- Working collaboratively with colleagues, internal and external stakeholders, to meet critical deadlines in reporting and delivering of projects
- Ability to manage an environment of competing priorities and deadlines.

Key relationships

Who	Why
Internal	
Associate Director, Residual & Retained Interest Entities	<ul style="list-style-type: none">• Consult, escalate issues, keep informed, advise and receive instructions
Treasury colleagues	<ul style="list-style-type: none">• Develop and maintain effective working relationships• Exchange information and receive guidance• Collaborate on cross-agency projects
External	
NSW Public Sector Agencies, Audit Office, independent Boards	<ul style="list-style-type: none">• Develop and maintain effective relationships to enable liaison, consultation, engagement, and exchange of information in aid of economic and fiscal policy

Role dimensions

Decision making

Determine own day-to-day work priorities whilst collaborating across the team and Treasury businesses to support achievement of agreed objectives.

Reporting line

This role reports to the Associate Director, Residual & Retained Interest Entities.

Essential requirements

- Extensive skills and experience in financial and management accounting including budgeting, forecasting, analysis and statutory reporting
- Advanced knowledge of Australian Accounting Standards, including the latest current and future developments
- Business partnering and senior stakeholder engagement experience
- Ability and flexibility to work in a team environment, providing backup and support to other parts of the team with conflicting priorities and deadlines
- Demonstrated business acumen and commercial rationale to support business decisions





- Ability to challenge the status quo in a positive and constructive manner and to build positive relationships at all levels
- Strong written and verbal communication skills, with the ability to explain complex accounting concepts in concise plain English
- Knowledge and understanding of the NSW Public Sector (desirable)
- Professional accounting qualifications; CAANZ or CPAA or equivalent.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role 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 role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Maintain a high level of personal motivation Take the initiative and act in a decisive way
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting and compliance obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required • Make decisions and prepare business cases paying due regard to financial considerations