

Role Description

Finance Business Partner



-Agency	Sydney Trains
Division/Branch/Unit	Finance and Business Services / Finance
Location	Sydney
Role Grade or Band	RC7
Senior Executive Work Level Standards	Professional / Technical / Specialist
Kind of Employment	Permanent Full-Time
Role Number	Various
ANZSCO Code	132211
PCAT Code	3223792
Job Code	81000344
Health Assessment Category – Safety	Category 4
Vision	N/A – Cat 4 Only
Hearing	N/A – Cat 4 Only
Date of Approval	July 2018
Agency Website	www.sydneytrains.info

Agency overview

Sydney Trains and NSW TrainLink were established in July 2013 as part of the integrated Transport authority and focus on providing sustainable, efficient and cost effective services by putting the customer at the centre of everything they do to delivering safe, reliable and clean rail services.

Sydney Trains provides train services throughout the Sydney CBD with NSW TrainLink connecting people and communities throughout NSW and serves regional communities bringing together intercity and regional rail services and coach for the needs of customers travelling longer distances.

Primary purpose of the role

The Finance Business Partner will support the Senior Finance Business Partner in delivering quality business partnering to the Train Crewing & Support Directorate with a specific focus on the financial modelling of the workforce planning outcomes for train crew and trainees. The role will work alongside key business decision makers, influencing and shaping financial plans and advising on future direction. The role will also help to deliver effective financial management, control and advisory support for divisional business, to assist the business unit in understanding its financial performance; formulating strategies to achieve business targets; and improving its ability to forecast future performance.

Key accountabilities

- Model good leadership to inspire direction and delivery, develop people, and drive change.
- Work closely with, and influence, senior leaders to help drive business performance, helping to ensure high quality financial decisions are made in the business unit.
- Provide objective financial advice and opinions that positively impact the future choices of a divisional business.
- Identify and drive financial efficiency with divisional management, ensuring that the division allocates resources effectively with rigorous pressure on costs and a commitment to a value-for-money approach.
- Investigate opportunities as well as high risk and material financial issues, or problem areas, with the business and develop and propose solutions and options to resolve/progress concerns to a satisfactory outcome including a thorough analysis of payroll data.
- In conjunction with the Senior Finance Business Partner develop the forward estimates and annual budgets based on workforce planning inputs. Throughout the year use updates to the workforce plan in conjunction with payroll data to analyse and develop insightful commentary on performance, reflecting key business issues and accurately forecasting the yearend out turn.
- Develop ad-hoc analysis using the workforce planning inputs to support business initiatives and growth costings.
- Promote good financial disciplines, and risk management processes to ensure good local cost control and cost management behaviour in the business.
- Contribute to the continual improvement of strategies, processes and tools to provide effective financial decision support to key stakeholders including ongoing improvement and testing of the work force planning financial modules.
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains and / or NSW Trains safety management system requirements.

Key challenges

- Coordinating the achievement of defined objectives given competing priorities within a complex operating environment.
- Supporting transformational change given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change.

Key relationships

Who	Why
Internal	
Direct Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities • Contribute to strategic planning, policy development and decision making
Direct reports	<ul style="list-style-type: none"> • Lead, inspire and motivate the team, provide direction and manage performance
Key business partners, Finance teams and other key internal stakeholders	<ul style="list-style-type: none"> • Collaborate and provide advice to contribute to strategic decision-making and financial performance • Work collaboratively to promote and share business partnering ideas, learnings, experiences and best practice (internal and external) • Help develop medium and long term business plans including

Who	Why
	<p>appropriate performance targets and metrics</p> <ul style="list-style-type: none"> • Work collaboratively with the workforce planning team within Train Crewing & Support to understand the workforce planning inputs and ensure the financial module is accurate
External	
Transport for NSW and other agencies	<ul style="list-style-type: none"> • Establish and proactively maintain effective stakeholder and partner relationships to drive strategic opportunities and implement change • Participate in forums, groups to represent agency and share information
Audit Office of New South Wales	<ul style="list-style-type: none"> • Meet audit requirements and support compliance

Role dimensions

Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan and establishes strategic priorities in consultation with the direct manager. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided.

Reporting line:

This role reports to the Senior Finance Business Partner for Train Crewing & Support.

Direct reports:

Nil

Budget/Expenditure:

Nil

Essential requirements

- Degree qualification(s) in accounting, commerce or similar discipline with relevant experience, and member of a recognised professional accounting body

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

This role also utilises an [occupation specific capability set](#).

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	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	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Occupation / profession specific capabilities

Finance Professionals Capability Set

 Finance	Finance Business Partnering	Level 3
	Management Accounting	Level 2

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 Act with Integrity	Adept	Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	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 Commit to Customer Service	Adept	Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	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	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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>meets new business needs</p> <p>Ensure financial implications of changed priorities are explicit and budgeted for</p> <p>Use own expertise and seek others' expertise to achieve work outcomes</p>
<p>Results</p> <p>Demonstrate Accountability</p>	Adept	<p>Assess work outcomes and identify and share learnings to inform future actions</p> <p>Ensure that actions of self and others are focused on achieving organisational outcomes</p> <p>Exercise delegations responsibly</p> <p>Understand and apply high standards of financial probity with public monies and other resources</p> <p>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</p> <p>Conduct and report on quality control audits</p> <p>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</p>
<p>Business Enablers</p> <p>Finance</p>	Adept	<p>Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures</p> <p>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</p> <p>Understand and apply financial audit, reporting and compliance obligations</p> <p>Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</p> <p>Seek specialist advice and support where required</p> <p>Make decisions and prepare business cases paying due regard to financial considerations</p>

Occupation specific capability set (Finance Professionals)

Category, Sub-category	Level and Code	Skill and Level Description
<p>Finance Business Partnering</p>	Level 3	<p>Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities</p> <p>Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders</p> <p>Provide appropriate, high quality, reliable and trusted financial management and accounting advice, coaching and counsel to business managers</p> <p>Engage with managers to provide coaching and technical advice around</p>

Occupation specific capability set (Finance Professionals)

Category, Sub-category	Level and Code	Skill and Level Description
		financial controls and actions related to budget variances Advise managers about the structure of financial delegations and the impacts of changes in government accounting policy or other financial issues which impact the business