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| **Cluster** | Stronger Communities  |
| **Department** | Department of Communities and Justice |
| **Division/Branch/Unit** | Finance Procurement and Strategy/ Financial Planning & Strategy |
| **Location** | Sydney |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Role Number** | TBA |
| **ANZSCO Code** | 221111 |
| **PCAT Code** | 1223192 |
| **Date of Approval** | 18 December 2019  | **Ref: Fin 016** |
| **Agency Website** | www.dcj.nsw.gov.au |

***This role description applies to multiple roles***

**Agency overview**

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

# Primary purpose of the role

Support the Business Partner team in delivering the strategic finance oversight of a Division of DCJ. The role will provide an interface between the business operations and the central Finance team and other interested parties, including Treasury, and will provide relevant financial advice that enables senior staff to make decisions regarding operations.

# Key accountabilities

* Provide support in delivering strategic, tactical and operational financial advice to Divisional executives to achieve their organisational goals, ensuring they meet the required standards of probity, equity and best practise in public administration.
* Assist, and provide analysis, in the preparation of high quality, timely financial reporting for the assigned Division to meet the organisational needs.
* Develop ground up budgets for the assigned Divisions, working with the Business Partner Director and Divisional executives to ensure the budgets reflect the businesses plans and remain within their budgetary allocation.
* Engage with key stakeholders to provide coaching and technical advice around financial controls and actions related to budget variances, and provide recommendations regarding the structure of financial delegations and the impacts of changes in Government accounting policy or other financial issues which impact the business.
* Identify and report pressures on Divisional budgets, work with the Divisions in consideration and implementation of mitigation strategies to reduce the impact.
* Provide financial analysis and advice regarding the impacts arising from Divisional initiatives, including assistance with costing and consideration as to the sources of funding.

# Key challenges

* Gaining recognition and support from the Divisional executives regarding the role and importance of the Finance Business Partner teams so that they are able to have access to all relevant resources and information.
* Improving the level of budgetary and risk management awareness across the Division and its implications on the operational success of the business goals.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Division Heads | * These are the key clients of the role. The role will support the delivery of financial advice to these clients.
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| Finance Business Partners | * Identify potential issues and escalate to the Business Partner Director.
* Communicate information related to performance against budget and potential variations which may impact on budgeting or budget performance for the Division.
* Improve the control assurance for the Division.
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| Subject Specialist Finance Directors | * Will be the conduit for informational flows between the business operations and the Finance function and Procurement.
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| **External** |  |
| Treasury | * In conjunction with the Director Treasury and External Reporting, the role will help prepare analysis and reports for the Division in negotiations with Treasury.
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# Role dimensions

## Decision making

The role will help deliver upon the strategic financial matters for their related Division, carrying out the day to day work priorities as set out by the Finance Business Partner Director.

The role will perform Finance and Budgetary matters for the Division supported by the wider Finance function teams, and provide advice to the Finance Business Partner Director as well as the Divisional Heads and relevant executives.

## Reporting line

The role will report to Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

# Essential requirements

Tertiary qualifications in Accounting, Business, Commerce or related discipline or demonstrated equivalent experience.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
| Personal Attributes logo | **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 and encourage others to do so
* Act professionally and support a culture of integrity
* Identify and explain ethical issues and set an example for others to follow
* Ensure that others are aware of and understand the legislation and policy framework within which they operate
* Act to prevent and report misconduct and illegal and inappropriate behaviour
 | Adept |
| Relationships logo  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Tailor communication to diverse audiences
* Clearly explain complex concepts and arguments to individuals and groups
* Create opportunities for others to be heard, listen attentively and encourage them to express their views
* Share information across teams and units to enable informed decision making
* Write fluently in plain English and in a range of styles and formats
* Use contemporary communication channels to share information, engage and interact with diverse audiences
 | Adept |
| Relationships logo  | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | * Use facts, knowledge and experience to support recommendations
* Work towards positive and mutually satisfactory outcomes
* Identify and resolve issues in discussion with other staff and stakeholders
* Identify others’ concerns and expectations
* Respond constructively to conflict and disagreements and be open to compromise
* Keep discussions focused on the key issues
 | Intermediate |
| Results logo | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | * Seek and apply specialist advice when required
* Complete work tasks within set budgets, timeframes and standards
* Take the initiative to progress and deliver own work and that of the team or unit
* Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
* Identify any barriers to achieving results and resolve these where possible
* Proactively change or adjust plans when needed
 | Intermediate |
| Results logo | **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 |
| Business Enablers logo | **Finance**Understand and apply financial processes to achieve value for money and minimise financial risk | * Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
* Understand the impacts of funding allocations on business planning and budgets
* Identify discrepancies or variances in financial and budget reports, and take corrective action
* Know when to seek specialist advice and support and establish the relevant relationships
* Make decisions and prepare business cases, paying due regard to financial considerations
 | Adept |

This role also utilises the Finance Professionals Capability Set. The capability set is available at www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/finance-capability-set

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| **Focus Occupation Specific Capabilities**  |
| Finance logo | **Capability name**Capability description | **Capability Set** | **Level** |
| **Finance Business Partnering**Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertiseto ensure the effective alignment of financial management strategies and organisational objectives | * Apply knowledge across the range of financial systems and policies to inform and clarify the actions required by business managers
* Work with the business to better understand and articulate its accounting, financial management and reporting needs
* Pursue opportunities to establish and build networks and relationships beyond the finance function
* Provide relevant financial systems and recording information and guidance based on an understanding of the business and its operating context
 | Level 1 |

# 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 is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
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| **Capability Group/Sets** | **Capability Name** | **Description** | **Level**  |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |

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| Relationships logo  |  |  |  |
| 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 | Intermediate |
| Results logo |  |  |  |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| Business Enablers logo |  |  |  |
| 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 | Foundational |
| Project Management | Understand and apply effective project planning, coordination and control methods | Intermediate |