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| **Cluster** | Communities and Justice | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Corporate Services/Infrastructure & Assets/Major Program Delivery | |
| **Location** | Parramatta/Sydney | |
| **Classification/Grade/Band** | Clerk Grade 9/10 | |
| **Role Number** | TBA | |
| **ANZSCO Code** | 132211 | |
| **PCAT Code** | 1223337 | |
| **Date of Approval** | 2 April 2025 | **Ref: IA0172** |
| **Agency Website** | www.dcj.nsw.gov.au | |

**Agency overview**

The Department of Communities and Justice (DCJ) is the lead agency in the Communities and Justice Portfolio. Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

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 by providing services that are effective and responsive to community needs.

# Primary purpose of the role

The Senior Finance Analyst in the Delivery PMO plays a critical role in managing and overseeing capital budgets, financial forecasting, and capitalisation processes within Major Program Delivery.

This role ensures effective financial management of capital projects, provides guidance on financial governance, and supports project managers with budgeting, forecasting, and financial reporting. Additionally, the role is responsible for delivering financial training to project teams, ensuring compliance with financial policies and best practices. Must have strong communication skills to engage with a diverse range of stakeholders at all levels.

# Key accountabilities

* Support the development, monitoring, and management of capital project budgets. Assist in identifying budget risks and opportunities, providing recommendations for corrective actions.
* Work closely with MPD project teams to update financial forecasts and expenditure tracking. Provide support to project managers to ensure correct capitalisation of project expenditures in accordance with financial policies, accounting standards and statutory requirements.
* Monitor capital works expenditure and ensure alignment with asset management and depreciation requirements.
* Support end-of-year financial processes, including accruals, journal adjustments, and financial compliance reporting.
* Develop and deliver financial training programs for internal project managers and stakeholders to develop financial capability and improve confidence and accountability in financial business decision making.
* Facilitate cross-functional collaboration to improve financial transparency and decision-making, exchange information, obtain cooperation and support and provide financial advice.
* Ensure adherence to project management and governance requirements, as per the agreed framework.
* Assist with the preparation of a range of project related documents for key stakeholders as required, including status updates, reports, and assisting and engaging with key stakeholders in identifying indicative costs, resourcing, and timelines, that will assist the business with informed decision making.

# Key challenges

* Ensuring reporting and advice is accurate, reliable and high quality to support effective decision making.
* Ensuring that multiple competing requests are appropriately prioritised to meet the requirement of the business.
* Ability to interpret financial data, conduct variance analysis, and provide insights for decision-making.
* Attention to detail, problem-solving skills, with the ability to work with complex financial data.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance and provide regular updates on key projects, issues and priorities * Provide advice and contribute to decision making * Identify emerging issues/risks and their implications and propose solutions |
| Team | * Guide, support, coach and mentor team members * Work collaboratively to contribute to achieving team outcomes |
| Stakeholders | * Consult and collaborate to resolve project related issues, specifically in relation to capital expenditure and determine strategies to achieve their realisation * Liaise to ensure the provision of timely and accurate advice when requested * Develop and maintain effective working relationships |
| **External** |  |
| Stakeholders | * Provide expert advice on project related matters * Report and provide updates on project progress * Engage and consult in the resolution of project issues |
| Vendors/Service Providers and Consultants | * Consult, provide and obtain information, negotiate required outcomes and timeframes * Resolve and provide solutions to issues |

# Role dimensions

## Decision making

The role has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation. The occupant of the role may consult with the Director on more complex matters.

Maintains a degree of independence to develop a suitable approach in managing workload and provision of advice and recommendations as well as input into the development of relevant systems and frameworks as well as team planning and projects.

Responsible for determining own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own workload.

## Reporting line

## This role reports to the Senior Manager PMO

## Direct reports

## Nil

## Budget/Expenditure

# Nil

# Key knowledge and experience

* Strong knowledge of Project Management methodologies and project management tools (for example, Smartsheet).
* Strong understanding of capital budgeting, forecasting, and financial management principles.
* Knowledge of financial reporting, accounting standards, and capitalisation policies.
* Experience with financial systems (SAP) and Microsoft Excel.
* Experience working in infrastructure, or capital works financial management is desirable.

# Essential requirements

Tertiary qualifications in a related discipline and/or equivalent knowledge, skills and experience relating to the role.

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 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| Personal Attributes logo | **Value Diversity and Inclusion**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | * Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders * Demonstrate cultural sensitivity, and engage with and integrate the views of others * Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences * Recognise and adapt to individual abilities, differences and working styles * Support initiatives that create a safe and equitable workplace and culture in which differences are valued * Recognise and manage bias in interactions and decision making | | | 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 | **Work Collaboratively**  Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration * Build cooperation and overcome barriers to information sharing and communication across teams and units * Share lessons learned across teams and units * Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work * Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | | | Adept |
| Results logo | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | * Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes * Make sure staff understand expected goals and acknowledge staff success in achieving these * Identify resource needs and ensure goals are achieved within set budgets and deadlines * Use business data to evaluate outcomes and inform continuous improvement * Identify priorities that need to change and ensure the allocation of resources meets new business needs * Ensure that the financial implications of changed priorities are explicit and budgeted for | | | Advanced |
| 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 |

# 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 | | | |
| --- | --- | --- | --- |
| **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 | Intermediate |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Relationships logo |  |  |  |
| Commit to Customer Service | Take responsibility for delivering high-quality customer-focused services | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Results logo |  |  |  |
| Demonstrate Accountability | Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks | Adept |
| 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 | Adept |
| 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 | Intermediate |
| Project Management | Understand and apply effective project planning, coordination and control methods | Intermediate |