

Role Description

Senior Finance Officer, Finance Planning & Performance



Cluster	Premier's Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Finance Funding & Operations / Corporate Finance / Finance Planning & Performance
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	221111
PCAT Code	1223237
Date of Approval	6 December 2023
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency of the Premier's Department. The RA will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA will complete critical planning and preparation with communities, NGOs, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

Manage and coordinate the delivery of key financial advice to accurately report and comply with public sector and statutory finance reporting requirements.

Key accountabilities

- Lead and manage the development and implementation of financial advice and reporting to decision makers, ensuring robust financial accountability, and compliance with governance controls and statutory frameworks.
- Conduct and manage financial and management reporting and analysis to identify issues, risks and strategic insights that contribute to ensuring the agency optimises its financial position.
- Partner with agency staff by providing advice and guidance on budget performance, end-to-end financial planning, budgeting, forecasting and reporting to divisions to build capability and capacity in finance and accounting and improve practice and outcomes.
- Liaise with key stakeholders on financial matters to inform decision making, mitigate risk, and enable achievement of efficiency, savings targets and strategic outcomes.
- Review and analyse financial information from a variety of sources to develop and provide accurate financial advice, budget allocations, performance reports, briefings, forecasts, information and

recommendations to staff, senior management and external agencies consistent with accounting standards and government policies.

- Embed a culture of governance and compliance and ensure government finance and accounting directions and legislation are integral to how business is conducted to ensure the agency meets its obligations.
- Build and develop business partnerships within shared service agencies and other government stakeholders to leverage the agency's financial position.

Key challenges

- Work collaboratively with internal and external stakeholders with often competing priorities.
- Keep up to date with changing accounting standards, Treasury Policies and guidelines, and other mandatory financial and accounting and reporting requirements.

Key relationships

Who	Why
Internal	
Manager	• Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans
Work Team	• Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff	• Champion best practice project outcomes by developing and maintaining effective working relationships and open channels of communication • Facilitate the exchange of ideas and information to foster a culture of continuous improvement, achievement and resilience • Influence outcomes through collaboration when there are conflicting interests and opinions
External	
Government and public sector	• Ensure effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships. • Enable continuous improvement by sharing information and learnings
Non-government, business and industry and community sectors	• Work collaboratively and foster strong relationships to facilitate the exchange of information, achievement of joint priorities and promote ResNSW as an enabling agency.
Vendors/Service Providers	• Ensure that service providers are engaged in accordance with the relevant internal, legislative, and NSW Procurement principles and requirements • Ensure service delivery in accordance with the contractual arrangements. • Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks

Role dimensions

Decision making

- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time, and to expectations in terms of quality, deliverables and outcomes.
- Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.
- Maintains a degree of independence to develop a suitable approach in managing the workload, as well as that of supervised staff, and provision of advice and recommendations as well as input to the development of relevant systems, frameworks, team planning and projects.
- Determines own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own, and any staff supervised, workload.

Reporting line

Manager, Finance Planning & Performance

Direct reports

N/A

Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual.

Skills and experience

- Substantial demonstrated experience providing financial advice and undertaking budget forecasting and performance reporting in a government/public sector environment.

Essential requirements

- Tertiary qualifications in Accounting, Business, Economics or Commerce or other relevant field and eligibility for membership of Chartered Accountants Australia and New Zealand or CPA Australia.

Capabilities for the role

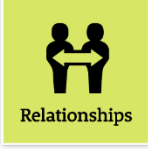
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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
 Personal Attributes	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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	Take responsibility for delivering high-quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant customers within the community	Adept
 Relationships	Work Collaboratively Collaborate with others and value their contribution	Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others	Intermediate
	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

	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Assess work outcomes and identify and share learnings to inform future actions Ensure that own actions and those of others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks	Adept
 Business Enablers	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending Consider financial implications and value for money in making recommendations and decisions Understand how financial decisions impact the overall financial position Understand and act on financial audit, reporting and compliance obligations Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these	Intermediate

Occupation specific capability set

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
 Personal Attributes	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

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	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
 Business Enablers	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 planning, coordination and control methods	Intermediate
Occupation specific capability set			
 Finance	Financial Accounting and Statutory Reporting	Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements	Level 1