

ROLE DESCRIPTION

Business Finance Officer



Portfolio	Communities and Justice	
Department	Department of Communities and Justice	
Division/Branch/Unit	Homes NSW / Housing Portfolio / Teacher & Police Housing	
Location	Parramatta	
Classification/Grade/Band	Clerk Grade 7/8	
Role Number	TBC	
ANZSCO Code	221111	
PCAT Code	1223192	
Date of Approval	11 December 2023	Ref: HT&P002
Agency Website	www.dcj.nsw.gov.au	

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency within the Communities and Justice portfolio. 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. Communities and Justice 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

Assist in the provision of financial services and resources to provide high quality financial advice, services and systems to the business. Ensure all transactions, projects and associated reporting is provided efficiently and accurately so that management is fully informed of the business' financial position.

Key accountabilities

- Monitor compliance with all Finance policies and procedure guidelines relating to the Accounts Payable/Receivable ensuring work is conducted accordingly. Contribute to the development and updating of relevant policies, procedures and guidelines to reflect changes and improvements.
- Assess and monitor the workflows of account payable to ensure payments are processed efficiently within terms of trade and prompt payment guidelines.
- Act as the first level of support for Business Support Officer and Tenancy Team queries. Assist in knowledge sharing activities with the Finance team members and ensure high standard of customer focused service is provided.
- Assist in the updating and maintaining of electronic records to ensure timely, accurate and up-to-date information is available and review the work of Business Support Officer team members for accuracy, and timeliness.
- Assist in the preparation of reports on all aspects of the accounts payable function and month-end and year-end processing including the preparation of relevant general journals and perpetration of General ledger reconciliations.

- Assist in updating and maintaining the project cost control plan and Work Breakdown Structures within the project / program and provision of periodic financial position reports and financial based advice to Housing Services' management team, providing key inputs for financial statements, and preparation of Board financial reports, including other stakeholder reports as required.
- Work with the business for the development of budgets, budget planning and forecasting, review and tracking, ensuring financial standards are met and policies and procedures are fit for purpose.
- Provide support in financial operations of the transactions business, including balance sheet management, debt collection, invoice preparation, budgeting and forecasting, operational and project performance reporting.

Key challenges

- Provide appropriate support to the team to ensure that business needs are met and core functions are performed as effectively and efficiently as possible. Working independently to provide high level outcomes.
- Working in a demanding, busy and complex environment where there are competing priorities and staff are often working to strict deadlines, while maintaining professionalism and excellent customer relations with internal and external customers.
- Utilising judgement and initiative to provide high level of support and customer service and ensure that all activities are completed with minimal errors to reduce the requirement for rework.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise, receive guidance and instructions. • Participate in discussions and decisions regarding financial performance of the business.
Work Team	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving the team's business outcomes. • Participate in meetings to share information and provide input on issues.
Internal clients and stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to consult, provide and obtain information. • Resolve and provide solutions to issues.
External	
Customers/stakeholders	<ul style="list-style-type: none"> • Consult, provide and obtain information.

Role dimensions

Decision making

The role:

- Works with some supervision carrying a level of autonomy in setting own priorities in alignment with management.
- Maintains a degree of independence to develop a suitable approach in managing its 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.
- Ensures recommendations are based on sound evidence, and at times may be required to use their judgment under pressure or in the absence of complete information or as a source of advice to both internal and external stakeholders.
- As necessary, consults with manager or senior staff on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that have far reaching implications with respect to resources or quality advice provision.

Reporting line

Finance Manager and Senior Manager, Business Strategy & Performance

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in, or studying towards a Commerce or Finance or a related discipline or extensive experience in leading, managing and delivering in a financial services environment.

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](#) 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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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



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



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



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk


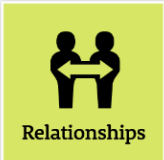
- Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending
- Consider financial implications and value for money in making recommendations and decisions
- Understand how financial decisions impact the overall financial position
- 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



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	Intermediate
 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	Intermediate

COMPLEMENTARY CAPABILITIES

Capability Group/Sets	Capability Name	Description	Level
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 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 project planning, coordination and control methods	Foundational