

ROLE DESCRIPTION

Finance Manager



Portfolio	Communities and Justice	
Department	Department of Communities and Justice	
Division/Branch/Unit	Homes NSW / Housing Portfolio / Teacher and Police Housing	
Location	Parramatta	
Classification/Grade/Band	Clerk Grade 11/12	
Role Number	50069132	
ANZSCO Code	132211	
PCAT Code	1223392	
Date of Approval	16 June 2023	Ref: HT&P004
Agency Website	www.dcj.nsw.gov.au	

Homes NSW overview

The NSW Government is determined to make NSW a place where everyone has access to safe and secure housing, and where experiences of homelessness are rare, brief and non-recurring.

Homes NSW is a division of the Department of Communities and Justice. It brings together the housing and homelessness functions of the Department of Communities and Justice, the NSW Land and Housing Corporation, Aboriginal Housing Office and key worker housing functions from across government all under one roof.

Homes NSW leads work to deliver more social and affordable housing, end the cycle of homelessness, and deliver quality public housing to our 262,000 tenants across NSW.

As a single division, we are streamlining services to ensure we meet the needs of the people we support, with empathy, efficiency and effectiveness. We are elevating the voice of people with lived experience of social housing, housing services and homelessness.

We strive for excellence in service delivery and partner with all levels of government, sector and communities to address the housing crisis.

Most importantly, Homes NSW puts people at the heart – including our staff. Working for us means you are joining a division where your expertise and skills will be valued.

Primary purpose of the role

The primary purpose of the role is to lead and direct the Teacher and Police Housing's finance activities and provide a range of strategic planning, budgeting and corporate reporting services that support key decision making for the Teacher and Police Housing.

Key accountabilities

- Manage the preparation of the Teacher Housing Authority's corporate reporting requirements including monthly management report, Board finance report, taxation returns for GST and FBT, recurrent and capital Projection and Budget, month-end close-off process, month-end entries, balance sheet accounts reconciliations and all Treasury Prime reporting (Actual, Projection and Budget).

- Deliver accurate financial reporting including early-close and year-end statutory financial statements in accordance with Australian Accounting Standards, Treasury Policies, Circular, Guidelines and Financial Reporting Code.
- Manage and coordinate early-close and year-end audit by the Audit Office of NSW and support Teacher Housing Authority at the Audit and Risk Committee meetings including preparation and presentation of ARC papers.
- Provide strategic advice including technical advice on complex accounting issues and sound understanding of Treasury budget process for Public Non-Financial Corporation (PNFC) entity (Teacher Housing Authority) and Police Housing, part of a General Government (GG) entity (Department of Communities and Justice)
- Lead the delivery of operational financial services that ensure a high level of integrity and reliability across all General Ledger transactions for Teacher Housing Authority and NSW Police Force Housing.
- Lead, develop and motivate an engaged and high performing team, identifying ongoing professional development opportunities to ensure staff have the knowledge, skills, and support to achieve their work performance objectives.

Key challenges

- Keeping up to date with the complex framework of Teacher and Police Housing, government, regulatory and professional systems, standards and requirements to ensure compliance and develop appropriate solutions to problems that comply with requirements.
- Providing high quality advice within very tight timelines to the Board to inform decision making.

Key relationships

Who	Why
Internal	
Director, Teacher and Police Housing	<ul style="list-style-type: none"> • Receive guidance and direction. • Provide expert advice and regular updates.
Internal Customers including Work Team	<ul style="list-style-type: none"> • Provide guidance and professional support, exchange information, determine work priorities and oversee progress to facilitate their ongoing professional development • Manage the flow of information, seek clarification and provide advice and responses to ensure prompt resolution of issues.
External	
Customers/Stakeholders including Audit Office and Treasury	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, and engagement. • Deliver services that meet or exceed client expectations. • Manage the flow of information, seek clarification and provide advice and responses to ensure prompt resolution of issues.
Learning networks/community of practice	<ul style="list-style-type: none"> • Actively participate in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date with management practices and maintain specialist/technical knowledge.

Role dimensions

Decision making

- Has a significant level of autonomy and manages the day-to-day operations of finance team.
- Day-to-day team management decisions including prioritising work and decisions are made within delegated authorities and policy and procedure.
- Consults with Director, Housing Services on continuous improvement opportunities or where a decision will make a significant change to major policy or organisational strategic direction.

Reporting line

This role reports to the Director, Teacher and Police Housing.

Direct reports

Teacher and Police Housing's finance team members.

Budget/Expenditure

Nil

Key knowledge and experience

- Extensive knowledge of and experience in public sector administration of operational financial services.

Essential requirements

- Relevant tertiary qualification and eligibility for membership of a recognised professional accounting body such as CPA Australia or Institute of Chartered Accountants in Australia.

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • 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

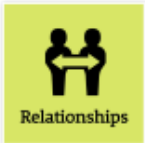


Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience
- Ensure systems are in place to capture customer service insights to improve services
- Initiate and develop partnerships with customers to define and evaluate service performance outcomes
- Promote and manage alliances within the organisation and across the public, private and community sectors
- Liaise with senior stakeholders on key issues and provide expert and influential advice
- Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches
- Ensure that the organisation's systems, processes, policies and programs respond to customer needs

Advanced



Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict

Adept

**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

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

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Finance

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

- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management
- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

Advanced



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others






- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks

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 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	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management	Understand and apply effective project planning, coordination and control methods	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate