

Role Description

Senior Finance Business Officer



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 9/10	
Role Number	TBC	
ANZSCO Code	221111	
PCAT Code	1223192	
Date of Approval	15 September 2022	Ref: HT&P017
Agency Website	www.dcj.nsw.gov.au	

Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

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

Manage 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

- Provide periodic financial position reports and financial based advice to Housing Services' management team, including the delivery of key inputs for financial statements, and the Preparation of Board financial reports, including other stakeholder reports as required.

- Provide the Housing Services management team with in-depth analysis of financial data and financial modelling to make informed business decisions.
- Perform month end, year-end processing and early close procedures to ensure compliance with departmental finance requirements, including interpreting any new requirements.
- Manage financial audit, investigate and resolve anomalies and oversee reporting to ensure compliance with legal obligations related to financial administration.
- Provide input for requirements of Treasury and other agency stakeholders to ensure delivery of state sector budget inputs, new policy proposals and adjustments to budget in a timely and accurate manner.
- 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.
- Work constructively with staff in the business support team who are responsible for financial transaction management, coordinating and ensuring the quality of financial records and administration, providing training and skills development, and jointly applying sound financial management processes and procedures.
- Manage 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.
- Ensuring the provision of accurate data and effective financial forecasts within limited time constraints to enable sound business decision making.

Key relationships

Internal

Who	Why
Manager	• Provide expert advice and guidance on analysis and financial control of projects. • Advise and guide on status update. • Escalate issues, keep informed, advise, receive guidance and instructions.
Work Team	• Inspire and motivate team, provide direction and manage performance. • Encourage team members to work collaboratively to achieve business outcomes. • Support team members and work collaboratively to contribute to achieving the team's business outcomes.
Internal clients and stakeholders	• Provide expert advice to clients on delivery of projects. • Respond to queries and resolve issues. • Manage the flow of information, seek clarification and provide advice and responses to ensure prompt resolution of issues.

External

Who	Why
Customers/stakeholders	• Develop and maintain effective working relationships and open channels of communication. • Negotiate outcomes and timeframes. • Address/respond to queries where possible, or redirect relevant party for review and resolution. • Contribute to a client-focused approach to service delivery.
Vendors/service providers	• Negotiate and approve contracts and service agreements. • Manage contracts and monitor provision of service to ensure compliance with contracts and service agreements. • Contact to provide and gather information and resolve routine issues.
Industry professionals/consultants	• Seek/maintain specialist knowledge/advice and keep up with best practice. • Participate in discussions regarding innovation and best practice.

Role dimensions

Decision making

- Acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes.
- Refers issues that are contentious or require a higher level of delegation to the manager.
- In consultation with others, provides content for advice and information in response to questions, or for ministerial correspondence, briefs, submissions and reports.

Reporting line

This role reports to the Senior Manager, Business Strategy and Performance.

Direct reports

The role has up to 2 direct reports.

Budget/Expenditure

Nil

Key knowledge and experience

Knowledge of current knowledge of the Australian Accounting Standards. Knowledge of Treasury Directions and Government Sector Finance Act will be highly regarded.

Essential requirements

Tertiary qualifications in accounting or a business-related discipline and membership of a recognised Australian professional accounting body (ie CA/CPA/IPA) 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.

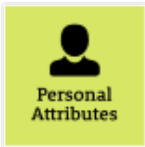
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

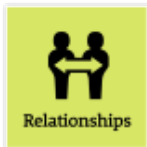
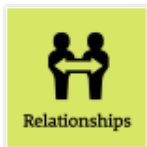
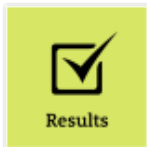
Focus capabilities

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 behaviour 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	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Adept

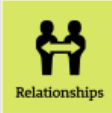
Capability group/sets	Capability name	Behavioural indicators	Level
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • 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
	Work Collaboratively Collaborate with others and value their contribution	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	Advanced
	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	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
	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
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	Adept
	People Management Optimise Business Outcomes	• Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure achievement of business outcomes and contribute to wider workforce planning • Ensure that team members base their decisions on a sound understanding of business principles applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes	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.

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	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
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 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	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate