Role Description

Manager Financial Accounting

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| **Cluster** | **Climate Change, Energy, the Environment and Water** |
| **Agency** | **Energy Corporation of NSW** |
| **Division/Branch/Unit** | **Finance & Operations** |
| **Role number** | **51002347** |
| **Classification/Grade/Band** | **Grade 11/12** |
| **ANZSCO Code** | **132211** |
| **PCAT Code** | **2223392** |
| **Date of Approval** | **October 2024** |
| **Agency Website** | **https://www.energyco.nsw.gov.au/** |

**Who we are**

The Energy Corporation of NSW (EnergyCo) is a statutory corporation established under the Energy and Utilities Administration Act 1987 and governed by its Board, appointed by the Minister for Energy.  EnergyCo is a Staff Agency employing all EnergyCo staff and is an agency related to the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

EnergyCo plays a pivotal role in the NSW Government’s Electricity Infrastructure Roadmap, which aims to transform the state’s electricity system into one that is cheap, clean, and reliable. As Infrastructure Planner under the Electricity Infrastructure Investment Act 2020, EnergyCo is responsible for leading the delivery of the State’s first five Renewable Energy Zones (REZs) and the first two priority transmission infrastructure projects (PTIPs), which are located in the Central-West Orana, New England, South West, Hunter-Central Coast, and Illawarra regions. We work closely with communities, investors, and industry to investigate, plan, recommend and coordinate generation, storage and network infrastructure projects.

# Primary purpose of the role

The Manager Financial Accounting supports the Chief Financial Officer to lead and manage EnergyCo’s financial accounting processes including early close and full year financial statement preparation.

This role is a trusted advisor to EnergyCo’s Chief Financial Officer and the leadership team. The role upholds ethical and professional standards and NSW public sector values and has a critical function in ensuring compliance with all financial reporting requirements, including NSW Treasury mandates.

# Key accountabilities

* Responsible for managing the early close and year end processes including preparation of statutory financial statements, accounting policy position papers, coordinating and managing the audit process through all of its stages, reporting to the Audit & Risk Committee, and preparation of all returns to NSW Treasury.
* Preparation of monthly financial reports and oversight of the month end process including journals, reconciliation of balance sheet items and submission of monthly actuals and projections to NSW Treasury.
* Liaising with key external stakeholders including NSW Treasury, the department (DCCEEW) and the Audit Office of NSW.
* Maintain effective financial management systems and internal controls including reviewing financial and business controls and identifying opportunities to improve and strengthen internal processes.
* Provide strategic high-quality financial advice and analysis to support decision making including providing accounting advice in relation to various project and business issues.
* Work collaboratively with key internal stakeholders (including the Leadership Team, EnergyCo Board and TAF Investment Committee) and other Finance team members and contributing to a high performing team culture.
* Manage staff performance by providing feedback, coaching and advice to support the professional development of individuals and capability building within the team and function.

# Key challenges

* Delivering financial management practices, advice and services that are supportive of rapid organisational growth and changing operating environment while upholding ethical and professional standards and ensuring robust financial governance.
* Understanding and responding to the complex regulatory and commercial environment in which EnergyCo operates and identifying and responding to potential risks and opportunities.
* Engaging effectively with a diverse group of stakeholders, clients and peers to build confidence, exchange critical business intelligence and deliver valuable advice.

# Key relationships

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| **Who** | | **Why** |
| **Internal** | |  |
| Chief Financial Officer (CFO) | | * Escalate issues, keep informed, advise and receive instructions. * Provide expert advice, guidance and information as required collectively by the Leadership Team to meet reporting and technical requirements. |
| Energy Co Leadership and Senior Managers | | * Provide reporting and analytical support to ensure agency and cluster level internal and external reporting deliverables are met. * Develop and maintain effective collaborative relationships. * Provide high quality advice and support on financial accounting matters. |
| Corporate and other service teams (e.g., Business Services /Procurement/Governance/Legal) | | * Work collaboratively to ensure EnergyCo meets all financial accounting deadlines for financial year end and on a monthly basis. * Develop and maintain effective working relationships. * Liaise to maintain financial information and ensuring policy compliance. |
| **External** |  | |
| NSW Treasury, the Department, the Audit Office of NSW and other agencies | * Support the Chief Financial Officer to maintain effective working relationships with all relevant financial partners, including NSW Treasury and the Audit Office of NSW. * Prepare accounting policy position papers, returns and other documentation in support of Treasury submissions. * Consult and liaise on preparation of responses to information and report requests. | |

**Role dimensions**

## Decision making

The role operates with a high level of autonomy and is fully and directly accountable for the accuracy, validity and quality of advice and information. It makes decisions and recommendations on funding needs and modelling scenarios, financial management, governance and controls.

## Reporting line

Chief Financial Officer

## Direct reports

One

## Budget/Expenditure

Nil

Key knowledge and experience

* Knowledge of the application of the NSW Government Sector finance legislation, directions and policies, and Australian Accounting Standards.
* Success in delivering financial reports and budgets in an operational and project environment, cashflow management within limited funding envelopes, project performance reporting and forecasting functions.

# Essential requirements

* Degree qualification in Commerce or Business, and membership of CPA Australia or the Institute of Charter Accountants Australia New Zealand.

# 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

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| **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 | 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 | 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 | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to contribute, 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 | **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 |
| relationships | **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 |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
| results | **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 | Advanced |
| business-enablers | **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 |
| people-management | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworks  Look for ways to develop team capability and recognise and develop individual potential  Be constructive and build on strengths by giving timely and actionable feedback  Identify and act on opportunities to provide coaching and mentoring  Recognise performance issues that need to be addressed and work towards resolving issues  Effectively support and manage team members who are working flexibly and in various locations  Create a safe environment where team members’ diverse backgrounds and cultures are considered and respected  Consider feedback on own management style and reflect on potential areas to improve | 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.

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| **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 |
| personal-attributes | 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 | Intermediate |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Adept |
| people-management | Inspire Direction & Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |