

Role Description

Associate Strategic Finance Officer



Cluster	Climate Change, Energy, the Environment and Water
Agency	Department of Climate Change, Energy, the Environment and Water
Division/Branch/Unit	Water / Natural Resource Access Regulator
Location	Newcastle and other locations in NSW
Classification/Grade/Band	Clerk5/6
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	January 2024
Agency Website	https://www.nrar.nsw.gov.au/

Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state's environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state's natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

Water brings communities together, keeps industries moving and sustains life. It has significant cultural and environmental value with an estimated market value of more than \$29 billion in NSW. When it's taken unlawfully, we lose more than just the water.

The Natural Resources Access Regulator (NRAR) enforces the NSW water laws and offers guidance and education to help water users comply. We strive to be an efficient and effective regulator that celebrates and reflects the diversity of the community we serve.

Working with NRAR provides a chance to make sure water is used lawfully so that all communities and the environment get a fair share.



Primary purpose of the role

The Associate Strategic Finance Officer ensures the accuracy of systems and financial data to support the agency's financial and business performance in line with corporate strategy and Government objectives.

The role also assists in researching material and collecting data for the preparation of management reports, budgets, and forecasts and providing insights and other analytical support services to a range of stakeholders. The role also delivers client accounting services for teams and branches within the agency.

Key accountabilities

- Assist with the preparation of financial performance reporting and monthly forecasting to support a robust financial reporting framework within the agency.
- Assist with the preparation of annual budgets and work with different teams to ensure that budgets meet agency and Departmental standards.
- Undertake periodic reviews of general ledger accounts and investigate and resolve irregularities to ensure the integrity of financial information.
- Monitor agency balance sheet accounts and ensure Accounts Payable and Accounts Receivable balances are cleared in a timely manner.
- Develop financial reports and templates for distribution to internal and external stakeholders.
- Facilitate the timely completion of agency audits by preparing work papers, reconciliations and responding to NSW Audit Office requests.
- Research material and collect data to support the delivery of team objectives and corporate strategy.
- Foster and promote an effective financial management environment by providing timely advice and recommendations to diverse stakeholders on financial and accounting matters.

Key challenges

- Managing various General Ledger accounts, month-end and year-end processes for the agency while meeting other commitments in a high-volume work environment.
- Keeping up to date with changing accounting standards, NSW Treasury policies and other statutory reporting requirements

Key relationships

Who	Why
Internal	
Manager Strategic Finance	<ul style="list-style-type: none">• Liaise to receive instructions and understand work priorities.• Assist in the provision of financial and budgetary support and reporting on key business initiatives.• Keep informed of finance issues, work priorities, and new or emerging issues.• Contribute to work program development, business process improvement, and team outcomes.

Who	Why
NRAR Business Units	<ul style="list-style-type: none"> • Develop and maintain effective collaborative relationships. • Provide financial advice and support to help resolve problems and achieve business outcomes. • Liaise to understand changing business or program needs. • Support financial policies, frameworks, regulations and principles and procedures.
Team members	<ul style="list-style-type: none"> • Work collaboratively to achieve business outcomes • Encourage contribution of ideas to improve branch / team program delivery, work performance, and outcomes.
External	
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships. • Liaise to maintain financial information within business requirements.

Role dimensions

Decision making

The role:

- Receives advice and guidance from the Manager Strategic Finance and has responsibility for delivering team priorities within the overall agreed work program.
- Seeks guidance from the Manager Strategic Finance or other senior staff on the more complex and difficult issues, or matters with broader implications.
- Is required to comply with applicable sector and Department legislation, financial policy, frameworks and procedures, Treasurer Directions, financial delegations and professional practice standards.

Reporting line

The role reports to the Manager Strategic Finance

Direct Reports

Nil

Budget/ Expenditure

Nil

Key knowledge and experience

- Relevant experience and/or tertiary qualification in accounting, finance, or commerce.
- Knowledge and understanding of the application of the *Government Sector Finance Act 2018*, Treasurer's Directions and Australian Accounting Standards and relevant Government policies.
- Good knowledge of MS Excel and other MS products and reporting tools.

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 • 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 	Intermediate
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly 	Intermediate



Commit to Customer Service

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

- Recognise the importance of customer service and understanding customer needs
- Help customers understand the services that are available
- Take responsibility for delivering services that meet customer requirements
- Keep customers informed of progress and seek feedback to ensure their needs are met
- Show respect, courtesy and fairness when interacting with customers
- Recognise that customer service involves both external and internal customers

Foundational

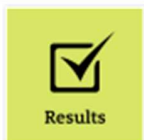


Deliver Results

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



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



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



Technology

Understand and use available technologies to maximise efficiencies and effectiveness





- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies






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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate

 Relationships	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
 Results	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	Foundational
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational