|  |  |
| --- | --- |
| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Corporate Services / Finance |
| **Role ID** | 50025924 |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **ANZSCO Code** | 551112 |
| **PCAT Code** | 1553237 |
| **Date of Approval** | May 2023 (updated from April 2023, Library June 2023) |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

The Assets Registrar (Financial Accountant) is responsible for administering the Department’s fixed asset register and ensuring compliance with Departmental assets policy. The role also plays a key role in ensuring that Departmental, Government and Professional Accounting Standards are complied with in relation to the management and recording of fixed assets.

Key accountabilities

* Initiate and process asset transactions, including depreciation, additions, disposals and transfers between asset classes, subject to the approval of the appropriated delegated officers.
* Support operating divisions and client agencies in complying with the asset accounting policies and procedures.
* Liaise with staff from the NSW Audit Office and internal auditors, respond to audit queries and support external and internal audit process relating to the asset accounting function.
* Undertake reconciliations of the fixed assets, including preparing asset relating information in the financial statements.
* Monthly review and reconcile works-in-progress and liaise with the operating divisions to ensure that the completed capital projects are timely and appropriately capitalised in the fixed assets register.
* Identify opportunities to improve processes, including data capture at source to streamline reconciliations and reporting.
* Assist with testing enhancements and upgrades within the ERP and other corporate systems, as well as providing support, advice and training to users.
* Assist in developing and documenting systems and procedures relating to asset accounting within the department in consultation with users.

Key challenges

* Applying current public sector best practice policy and statutory requirements to ensure compliance with approved policies and procedures.
* Providing accurate financial data within tight timeframes for multiple clients and ensuring financial records are high quality for audit purpose.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director | * Provide assistance and support relating to assets accounting. |
| Manager | * Receive broad guidance and direction on tasks, including priorities. * Discuss work allocated, providing updates on key issues and progress. * Escalate issues as required. |
| Team members | * Interact with and work collaboratively to achieve unit outcomes * Share information and discuss solutions to problems with colleagues. |
| Cluster, branch, divisional and departmental staff | * Provide information, obtain details of contracts and confirmation of quality service delivery. |
| **External** |  |
| NSW Treasury and other External Stakeholders | * Provide information * Respond to inquiries * Seek advice and exchange information. |

# Role dimensions

## Decision making

* Operates with some degree of autonomy with respect to their day-to-day work priorities.
* Determines matters that need to be referred to senior managers or other staff and provides advice.
* Exercises discretion and judgement on what is appropriate to send to senior officers.

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Experience and knowledge of asset accounting, financial operations, accounting and reporting practices in a large organisation.

Essential requirements

* Relevant tertiary qualification or undertaking relevant tertiary qualification is highly desirable.

## 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | Be flexible and adaptable and respond quickly when situations change  Offer own opinion and raise challenging issues  Listen when ideas are challenged and respond appropriately  Work through challenges  Remain calm and focused in challenging situations | Intermediate |
| personal-attributes | **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 | Intermediate |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | 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 |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Cooperate across work areas to improve outcomes for customers | Intermediate |
| results | **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 |
| results | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about own and others’ application of these practices  Be aware of risks and act on or escalate risks, as appropriate  Use financial and other resources responsibly | Intermediate |
| business-enablers | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  Understand the impacts of funding allocations on business planning and budgets  Identify discrepancies or variances in financial and budget reports, and take corrective action  Know when to seek specialist advice and support and establish the relevant relationships  Make decisions and prepare business cases, paying due regard to financial considerations | 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 | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | 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 | Intermediate |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| results | 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 |
| 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 |