

Role Description

Senior Accountant



Cluster	Department of Premier & Cabinet
Agency	Sydney Living Museums
Division/Branch/Unit	Corporate & Commercial Division/Finance Team
Location	The Mint, Sydney and Western Sydney Records Centre, Kingswood
Classification/Grade/Band	Clerk Grade 7/8
Role Number	CC074
ANZSCO Code	221111
PCAT Code	119192
Date of Approval	19 October 2020
Agency Website	www.sydneylivingmuseums.com.au

Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) came under the direction of a single Executive Director on 1 July 2019. Whilst maintaining two separate legal entities, services are provided under a shared model.

SLM is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative.

Our audiences are local, regional, national and international. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

SARA is responsible for developing, preserving and promoting access to the State Archives Collection that pre-dates the European settlement of Australia in 1788. SARA has three primary business functions:

SARA is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, valued at \$1 billion and which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register.

The Recordkeeping Standards and Advice function assists public offices to meet their recordkeeping obligations under the *State Records Act 1998*, as a vital part of preserving the memory of government for current and future generations.

Commercial Operations, through the Government Records Repository, has substantial capability to provide commercial storage, records management, digitisation and consultancy services and generates the majority of SARA's operating revenue.

The Finance Team provides strategic financial advice and support to management, its business teams, Trustees and entities in accordance with Sydney Living Museums' corporate goals and direction.

Primary purpose of the role

Prepare key aspects of budgets, financial reports and maintenance of business system for the Executive, Team Management, Trustees and NSW Treasury to ensure Sydney Living Museums and State Archives & Records Authority manages its resources prudently, complying with the *Public Finance & Audit Act 1983*, relevant statutory and accounting practices.

Key accountabilities

- Take the lead in developing key aspects of the annual budget including staff costings, capital management and revenue and individual project budgets to establish the validity and accuracy of the data.
- Evaluate financial performance against budgets and translate complex data on variations into accessible formats for inclusion in reports for the Head of Finance and Team Leaders to provide current and accurate information that reflects the conditions of the agency and lead to improved performance.
- Prepare economic and cash forecasts, analysis and provide for periodic adjustments to ensure the agency is able to meet its day to day operating requirements.
- Manage the business asset portfolio to ensure all aspects from data integrity, month end journals, depreciation calculation and financial modelling are covered.
- Maintain business systems and work with business owners to optimise the usage of the system.
- Lead the implementation of financial policies and control systems for the preparation of income, capital and operational reports to ensure a high level of internal control and accuracy in the financial systems underpinning the agency's financial management systems.
- Evaluate and resolve complex issues relating to periodic journals and reconciliations to maintain accuracy and rectify any errors promptly.
- Assist in the preparation of Annual financial statements in accordance with accounting Standards and Treasury guidelines to maintain the agency's compliance.

Key challenges

- Steering the financial reporting and budgeting processes that form the foundation of the agency's annual budget and financial reporting systems to maintain legislative and statutory compliance in a challenging environment of tight deadlines and conflicting priorities.
- Maintaining a detailed knowledge of accounting and budgeting procedures, evolving accounting and public sector standards to deliver high quality financial advice and support.
- Taking a leadership role in identifying issues relating to asset management that require attention and development of strategies to address those issues.

Key relationships

Who	Why
Internal	
Head of Finance	<ul style="list-style-type: none">• Receive guidance from in relation to financial processes, structures and broader SLM requirements.• Provide analysis and advice in relation to improving financial processes and work programs.• Prepare management reports and commentaries and explain variances against actuals vs budget.

Who	Why
Finance Team	<ul style="list-style-type: none"> Collaborate with to manage risks, comply with and report on relevant policies. Work as part of the Finance Team to meet objectives and team goals. Work together to manage risks, comply with and report of relevant policies.
Executive and Team Management	<ul style="list-style-type: none"> Provide information and advice regarding financial procedures, reporting and budgeting. Prepare reports and budgets as required. Prepare management reports and commentaries and explain variances against actuals vs budget.
NSW State Archives & Records Authority	<ul style="list-style-type: none"> Provide information and advice on financial processes. Communicate with and share information. Developing and maintain effective working relationships.
Staff across the agency	<ul style="list-style-type: none"> Translate budget information and economic forecasts into accessible formats for non-finance staff. Provide information and advice on financial processes. Communicate with, acknowledging the differing levels of technical knowledge of staff to ensure financial processes are conducted efficiently at high standards enabling accurate and timely reporting.
External	
Auditors	<ul style="list-style-type: none"> Provide accurate information and documentation required to demonstrate compliance with internal controls and Accounting Standards and Treasury guidelines.
Professional associations, cultural organisations, government, contractors and services providers	<ul style="list-style-type: none"> Communicate with to ensure the agency is meeting its financial obligations.

Role dimensions

Decision making

This role:

- Takes active ownership of own work.
- Makes day to day decisions relating to work priorities and workload management.
- Consults with supervisor on issues with the potential to escalate or create precedent.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Develops and fosters efficient lines of communication with key stakeholders.
- Has a high level of autonomy and is accountable for the delivery of work and projects on time and to expectations in terms of quality deliverables and outcomes.
- Maintains records through the appropriate archiving and management of research through the agency's databases and systems.
- Has a proactive attitude and is capable of taking initiative in foreseeing and resolving potential challenges.

Reporting line

This role reports to the Head of Finance.

Direct reports

The following role reports directly to the Senior Accountant:

- Finance Officer

Budget/Expenditure

Nil

Essential requirements

- Minimum of 3 to 5 years' experience with a medium to large private or government sector agency and possess a high level of business acumen.
- Relevant university qualifications; a degree in accounting or finance related discipline and full membership with either CPA Australia or CA.
- Thorough knowledge of Australian Accounting Standards with the ability to quickly develop an understanding of the *Public Finance and Audit Act 1983* and Treasury Directions.
- High level of experience in financial and management reporting including budgeting and forecasting in a commercial or fast-paced environment.
- Experience in the use of computer software, particularly MS Excel and other Microsoft Office software, and financial database and reporting systems.
- Exceptional interpersonal skills including sound oral and written communication skills, attention to detail and problem solving skills
- Possession of a valid NSW drivers' licence.
- Willingness to work across multiple locations.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> and guidance • Demonstrate a high level of personal motivation • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and 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 health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting and compliance obligations • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required

- Make decisions and prepare business cases paying due regard to financial considerations

Occupation / profession specific capabilities

Capability Set



FINANCE PROFESSIONALS CAPABILITY SET

Financial Strategy, Governance and Risk Management

Level 3

- Monitor and reinforce continuous compliance with the internal financial control systems
- Provide quality advice and interpretation regarding funding allocations, program evaluation processes, and the financial implications of operational strategies
- Implement financial policies and controls to support the strategy formation processes, including data gathering structures, SWOT analysis and other strategic planning techniques
- Identify trends and innovations in professional financial control practice to support program evaluation and stronger commercial focus for government
- Prepare or evaluate complex business cases, financial proposals, cash flow and working capital analyses and identify, analyse and advise on financial instruments to minimise risk
- Provide technical subject matter input into the development of new finance policies or controls
- Provide advice on financial risk management and provide constructive challenges to risk mitigation strategies

Financial Accounting and Statutory Reporting

Level 3

- Supervise or perform work that complies with legislation, accounting policy and standards
- Implement the professional financial and reporting pronouncements and contribute to dialogue around impacts and implications
- Fulfil regulatory reporting compliance requirements for primary and supplementary financial statements and disclosures
- Review and evaluate financial or budget variance reports and analyse variations and financial performance data, taking corrective actions with discrepancies or errors
- Identify, verify and analyse variances between budgeted or projected and actual financial results, and the impacts on cash flow, working capital provisions and balance sheet
- Perform trend analysis of working capital, and anticipate and act on information required to

		manage capital provisions/budgets/expenditure
Management Accounting	Level 3	<ul style="list-style-type: none"> • Apply the principles of budgeting and forecasting to business planning and performance measurement • Critically review and interpret forecast and budget data provided by non-finance staff, forecasting trends, and analysing variances to prepare budget forecasts • Identify relevant financial and non-financial data, both past and projected and locate additional financial data to develop comprehensive financial analyses • Develop complex reports and analyses to enable informed decision making by management and/or other internal users • Present and interpret complex financial information and analysis to support organisation decision-making • Develop comprehensive budgets and forecasts in accordance with the procedures adopted by the organisation and consistent with sector standards
Audit and Assurance	Level 2	<ul style="list-style-type: none"> • Undertake standard audits and supervise basic audit engagements, and review specific internal audit findings with auditors • Interpret and action the scope, objectives and terms of reference of the audit process • Identify and recommend improvements or changes to substantive or compliance testing procedures • Identify proactive changes to minimise exposure of the organisation to financial risk through internal controls • Provide technical peer review and guidance to less experienced internal or contract audit staff • Apply a working familiarity of the principles of risk management to identify sources of financial and compliance risk
Taxation	Level 2	<ul style="list-style-type: none"> • Interpret and apply existing Federal and NSW State taxation laws (including income, CGT, GST, FBT, payroll and reporting requirements) • Analyse the financial records, activities and other relevant circumstances of the organisation and identify the applicable taxation impacts • Review accuracy and completeness of taxation submissions, lodgements and assessments • Provide reliable and appropriate advice on a range of more complex taxation matters and interpretations • Complete and document research into taxation implications, and analyse alternative courses of action
Finance Operations and Systems	Level 3	<ul style="list-style-type: none"> • Leverage proficiency in finance systems and

		<p>processes to act as a source of training for other users</p> <ul style="list-style-type: none"> • Identify ways to enhance performance of financial systems through an understanding of compatibilities and relationships between different financial systems • Operate financial information systems effectively and evaluate specific output requirements • Analyse and review journal and ledger processes and transaction entries ensuring efficiency and accuracy • Ensure the accurate forecasting of short term cash requirements • Supervise the accurate and timely process of accounts payable and receivable, supporting good working capital management
Finance Business Partnering	Level 3	<ul style="list-style-type: none"> • Provide quality technical support to business leaders in preparation of budget submissions, capital investment business cases, program evaluation and cost modelling activities • Broker finance function resources and expertise to meet the expectations of senior business and organisational stakeholders • Provide appropriate, high quality, reliable and trusted financial management and accounting advice, coaching and counsel to business managers • Engage with managers to provide coaching and technical advice around financial controls and actions related to budget variances • Advise managers about the structure of financial delegations and the impacts of changes in government accounting policy or other financial issues which impact the business