

Role Description

Manager, Financial Accounting

Role Description Fields	Details
Cluster	Health
Department/Agency	Health Infrastructure
Division/Branch/Unit	Strategy & Operations/Finance
Classification/Grade/Band	Health Manager Level 5
ANZSCO Code	132411
PCAT Code	2331122
Date of Approval	02 May 2023
Agency Website	www.hinfra.health.nsw.gov.au and www.health.nsw.gov.au

Agency overview

Health Infrastructure was established in 2007 as the capital delivery agency of NSW Health for projects over \$10 million. Today, Health Infrastructure plans and delivers sustainable and innovative infrastructure and asset management solutions to meet the health care needs of NSW communities now and into the future. We are leading the largest health capital works program in Australia, collaborating with our Local Health District/Network customers, with government more broadly and with industry to transform public health facilities across NSW. In doing so, we contribute long term economic and social benefits to NSW communities.

Our people are united by our CORE values of Collaboration, Openness, Respect and Empowerment. We behave with integrity, treat others how we would like to be treated and are trusted advisors to our customers in the Local Health Districts and Networks across NSW. We pride ourselves on our positive organisational culture and are committed to building a diverse, inclusive and flexible workforce.

Primary purpose of the role

The Manager, Financial Accounting is responsible for leading the Financial Accounting Team and accountable for directing all planning, preparation and execution of financial accounting activities across HI, including financial governance and related internal controls. This includes providing accounting advice on asset recognition and componentisation both internally and to customers, as well as specialist technical accounting advice and decision support on significant commercial transactions. The role is the lead officer for HI's engagement with the NSW Audit Office on financial matters. Additionally, the Manager, Financial Accounting plays a key role in financial systems leadership and improvement.

The Manager, Financial Accounting is also responsible for taking a lead role in the provision of whole of business financial modelling, commercial analysis, and evaluation of project-based investment opportunities to Senior and Executive management relating to emerging strategic options, commercial development and corporate planning opportunities within HI and NSW Health.

Key accountabilities

- Direct all planning, preparation and execution of financial accounting activities, financial governance and related internal controls across HI. This includes delivery of the half-yearly accounts, annual accounts, other statutory returns and management of external audit of accounts and review processes.

- Provide expert statutory accounting advice on capitalisation of assets/componentisation and also on complex transactions across a broad portfolio of infrastructure assets ranging from service concession arrangements, privately financed projects, state financed projects, and leased infrastructure as both lessor and lessee. This includes researching, developing, issuing and advising on financial and annual reporting policies, accounting principles, standards and legislation.
- Play a key leadership role, working with Manager ICT and Vendors, to prepare project plans for, and to effectively implement functional and control changes relating to HI's core finance system and related sub-systems to ensure they are up to date and continuously improved. Includes driving the scoping and transition to support HI's lifecycle asset delivery and operating model in tracking, monitoring and analysing performance.
- Monitor national and international developments in financial reporting and influencing the development of accounting standards relevant to HI. This includes developing position and discussion papers for internal and external stakeholder.
- Prepare of financial models, sensitivity analysis and scenario modelling including interpretation of statistical, financial and accounting information to assist in the evaluation of strategic options, commercial development and investment decisions.
- Work closely with the Director to form strategic relationships in order to challenge the business to achieving advantageous commercial outcomes in a consultative manner. This is across all aspects of the business including investment planning, cost management and growth in recurrent business functions.
- Undertake any other duties, projects or tasks as directed by the Director.

Key challenges

- Build confidence and support a highly diverse group of stakeholders to provide meaningful explanations on accounting / finance matters internally and externally to HI.
- Influence and drive best practice financial statutory reporting and preparation under tight timeframes of accurate, considered and complete financial information, reports, analysis, and notes which meet all legislative and accounting standards requirements.
- Improve processes, including reducing duplication, increasing standardisation, leveraging technology solutions, fostering and sharing innovation and increasing functional synergies.

Key relationships

Internal

Who	Why
Manager	<ul style="list-style-type: none"> • Provide leading statutory accounting advice on complex financial matters and regular update on key projects and programs, issues, priorities and solutions • Contribute to strategic planning, policy development and decision making • Ensure the reporting timetable is adhered to and reports are compliant with accounting standards and legislative requirements
Team	<ul style="list-style-type: none"> • Inspire, motivate, provide direction and manage performance and development • Share learnings and best practices

Stakeholders	<ul style="list-style-type: none"> • Provide expert technical and financial accounting advice on complex transactions associated with a broad portfolio of infrastructure assets ranging from service concession arrangements, privately financed projects, state financed projects, and leased infrastructure • Contribute to strategic planning, policy development and decision making • Ensure the reporting timetable is adhered to and reports are compliant with accounting standards and legislative requirements
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External

Who	Why
Local Health Districts and Health Entities	<ul style="list-style-type: none"> • Provide and seek information / advice regarding financial accounting activities, including asset recognition and asset componentisation; and resolve and clarify issues
Ministry of Health	<ul style="list-style-type: none"> • Maintain collaborative relationships and regular liaison on financial accounting matters that may impact Health's Consolidated accounts
Other NSW Government Stakeholders	<ul style="list-style-type: none"> • Establish professional networks and relationships to maintain currency of issues; share ideas, tools and learnings; leverage intelligence; and collaborate on common responses to emerging issues • Provide expert technical accounting advisory and maintain up-to-date understanding of best practice, including contribute to the development of emerging Standards and Policy

Role dimensions

Decision making

The Health Infrastructure Vision, CORE Values, and Corporate Plan and Business Priorities provide the context for the role. The role makes decisions and acts within Government and NSW Health legislative and regulatory frameworks, delegations, policy and procedural frameworks and guidelines.

The Manager, Financial Accounting is fully accountable for the content, accuracy, validity and integrity of financial advice provided to the various stakeholders. The Manager, Financial Accounting will consult with the Director on the more complex, sensitive and contentious issues that may have a significant impact on HI's functions.

Reporting line

The role reports to the Director.

Direct reports

1+

Budget/Expenditure

As per financial delegations.

Key knowledge and experience

- Experience managing broad and competing responsibilities and complex issues at senior organisational level respecting confidentiality and sensitivity of information received.
- Experience as a financial or business manager across a range of finance related activities, including expertise in statutory and financial reporting, within a large and complex matrix organisation in the Health or Construction industries.
- Extensive knowledge of relevant Acts, Regulations, and Directions for NSW Health and General Government Sector and a comprehensive understanding of accounting principles, standards, and asset valuation techniques.

Essential requirements

- Bachelor's Degree in accounting, business, commerce, or similar commercial discipline; and
- Membership of a recognised professional accounting body [CPA/CA] in Australia.

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

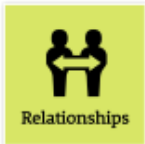
Focus capabilities

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">• 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

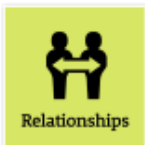


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced

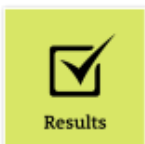


Commit to Customer Service

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

- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

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Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced



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



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




Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks

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Occupational Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Financial Accounting and Statutory Reporting Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements	<ul style="list-style-type: none"> • Provide expert technical interpretation of legislation, accounting policies and standards and develop organisation specific policies • Monitor and anticipate the impact of NSW Treasury Policy, Audit Office guidelines and AASB standards and guidance on the organisation and direct appropriate action • Approve financial (including cash management and forecasting) reports, briefs and proposals relating to the organisation’s financial position • Communicate financial results that are compliant with NSW Treasury policies and external regulatory requirements and which are easily interpreted by stakeholders • Provide strategic financial accounting advice and commentary to business leadership so that strategic business planning processes and the consideration of new business initiatives are fully informed on financial/accounting implications 	Level 4



Management Accounting







Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections








- Identify internal and relevant external data sources, providing appropriate inputs, financial and non-financial, to assist strategy formation
- Assess the impact of funding allocations on budget management and organisational capability
- Monitor, analyse and evaluate trends and financial implications of alternative business strategies, and cash flow, working capital and financing implications of specific projects
- Monitor, evaluate and report on environmental factors that impact corporate decision making processes
- Analyse overall organisational financial information, deviations from plan and trends to inform strategic business planning activities
- Guide budget formation and use strategic financial information and analysis to test and support internal and external stakeholders

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	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	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept

	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Financial Strategy, Governance and Risk Management	Establish effective and appropriate governance, assess the organisation's strategic financial position, and ensure effective investment and financing decisions	Level 4