

## POSITION DESCRIPTION

# Manager Financial Accounting

**challenge** yourself **make an impact** **shape the future**

Western NSW is not your average Local Health District. We're a place where you can bring your purpose to life, fast track your career and broaden your scope through interesting and challenging work scenarios. We value autonomy and responsibility, and will always support you in an inclusive, collaborative and caring team environment. We strive for healthier rural people and thriving communities, bringing care closer to home through our virtual and integrated care services. With innovation at the heart of all roles, you'll be part of shaping the future of rural health. Sometimes it will be hard, other times demanding, but we promise it will always be extremely rewarding.

Organisation	NSW Health
Local Health District / Agency	Western NSW Local Health District
Position Classification	Health Mgr Lvl 5
State Award	Health Managers (State) Award
Category	Finance and Audit   Financial Accounting
Vaccination Category	Category B
ANZSCO Code	149913 Facilities Manager
Website	<a href="https://wnswlhd.health.nsw.gov.au">https://wnswlhd.health.nsw.gov.au</a>

## PRIMARY PURPOSE

Reporting to the Associate Director Finance, this role is responsible for managing the Financial Accounting team in the delivery of statutory financial reporting requirements, including the provision of technical advice and strategic leadership to enable the LHD to achieve its objectives.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## KEY ACCOUNTABILITIES

- Deliver professional financial accounting services for the Western NSW LHD including;
  - monthly and annual statutory reporting,
  - taxation (FBT and GST),
  - treasury and cash management,
  - asset accounting,

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- special purpose and trust accounting,
  - general ledger reporting and controls,
  - financial delegations,
  - financial policy development, implementation and monitoring to ensure compliance with all legislation, regulations and LHD KPIs
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- Manage the District's annual statutory financial statement reporting processes, in accordance with relevant policies and procedures, including planning and liaison with external auditors to ensure accurate and timely completion of the annual financial statement audit.
  - Oversee the integrity of appropriate systems of internal control and compliance to ensure financial data and other relevant information is accurate, reliable, complete and available for timely decision making
  - Monitor, interpret and implement relevant changes to business practice in areas such as Australian Accounting Standards and interpretations, taxation legislation, NSW Treasury financial reporting requirements and NSW Health Accounting and Audit Determinations Manual. Provide advice on the impact of such changes to relevant management and staff to ensure that LHD reporting, policies, procedures and practices are consistent, appropriate and meet best practice.
  - Lead and develop the Financial Accounting team to provide best practice technical advice and service, respond to organisational change and support a learning/quality culture to challenge traditional ways of thinking.
  - Contribute to the development and implementation of finance directorate business strategies and plans to assist in achieving the LHDs strategic objectives
  - Integrate the Financial Accounting function with the wider Finance Directorate and relevant operational stakeholders to promote and ensure provision of advice and support in areas such as forecasting, budget preparation and financial analysis.

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## KEY CHALLENGES

- Developing consistent financial procedures, processes and systems that supports the production and review of accurate and timely financial information that assists business decision making
- Apply professional knowledge and skills towards issues within a large, complex environment and manage expectations within a changing environment
- Developing a team which works collaboratively and co-operatively with a variety of stakeholders to facilitate the delivery of a high level of service which is able to identify opportunities, anticipate problems and develop contingency plans in complex situations

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## KEY RELATIONSHIPS

Who	Why
WNSWLHD Finance Team	Build a cooperative flexible working relationship with the Finance Team and provide support and assistance during peak workload times to ensure timely responses to customer issues and all financial timetables are met
WNSWLHD Business Managers	Build a cooperative working relationships with key LHD stakeholders and customers to provide support and assistance
NSW Ministry of Health	Liaise with NSW Ministry of Health Finance Team to ensure timely receipt and provision of financial information and advice
HealthShare	Build and maintain a cooperative working relationship to ensure accurate completion of monthly and annual financial reporting. Monitor and manage key deliverables from HealthShare in relation to financial reporting.
External auditors	Relationship lead with the LHD external auditors. Preparation and supply of information, managing timelines and providing responses that require complex analyse to queries during the annual audit.

## SELECTION CRITERIA

1. Relevant tertiary qualifications in accounting, business or finance and current membership of a recognised Australian professional accounting body.
2. Demonstrated ability to formulate and deliver outcomes, and solve problems utilising innovative solutions, a high level of technical expertise, judgment and sound evidence based decision making.
3. Demonstrated ability in enhancing the efficiency, effectiveness and quality of financial management practices.
4. Well developed oral and written communication skills including the ability to lead, persuade, implement change and liaise, advise and interact with a wide range of stakeholders
5. Demonstrated ability in the application of relevant accounting standards, legislation and specific organisational policies, standards and protocols in the implementation of effective statutory and other external reporting requirements.
6. Demonstrated extensive experience and proficiency in using financial computer systems as well as high level computer skills
7. Demonstrated ability to manage and lead organisational change, including demonstrated ability in the management of a team that understands and practices quality improvement and customer service principles.
8. Current NSW Drivers licence and willingness to travel and stay overnight as required

## OTHER REQUIREMENTS

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures, at both the WNSWLHD and NSW Health levels.

Consistent with this, all employees are:

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1. Expected to model the NSW Health values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.
2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health Safety policy/procedure.

Expected to provide safe, high quality healthcare and services, identify and manage clinical risk as applicable to the role, and participate in continuous improvement activities, in line with WNSWLHD's strong commitment to quality and safety.

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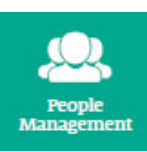
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## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### 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	Advanced
	<b>Act with Integrity</b>	<b>Advanced</b>
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity and Inclusion	Advanced
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	<b>Finance</b>	<b>Advanced</b>
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

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### Occupation / profession specific capabilities

Capability Group	Capability Name	Level
	Financial Strategy, Governance and Risk Management	Level 3
	Financial Accounting and Statutory Reporting	Level 4
	Audit and Assurance	Level 4
	Taxation	Level 4
	Finance Operations and Systems	Level 3
	Finance Business Partnering	Level 4

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### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>Monitor ethical practices, standards and systems and reinforce their use</li> <li>Act promptly on reported breaches of legislation, policies and guidelines</li> </ul>
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation</li> <li>Take the initiative and act in a decisive way</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage diverse audiences and test levels of understanding</li> <li>Translate technical and complex information clearly and concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Contribute to and promote information sharing across the organisation</li> <li>Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>Explore creative ways to engage diverse audiences and communicate information</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes</li> </ul>



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Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Anticipate and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes</li> <li>Drive a culture of achievement and acknowledge input from others</li> <li>Determine how outcomes will be measured and guide others on evaluation methods</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>Control business unit output to ensure government outcomes are achieved within budgets</li> <li>Progress organisational priorities and ensure that resources are acquired and used effectively</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Understand the links between the business unit, organisation and the whole-of-government agenda</li> <li>Ensure business plan goals are clear and appropriate and include contingency provisions</li> <li>Monitor the progress of initiatives and make necessary adjustments</li> <li>Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately</li> <li>Consider the implications of a wide range of complex issues, and shift business priorities when necessary</li> <li>Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> </ul>

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Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Conduct and report on quality control audits</li><li>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li></ul>
<b>Business Enablers</b> Finance	Advanced	<ul style="list-style-type: none"><li>• Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li><li>• Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li><li>• Assess relative cost benefits of various purchasing options</li><li>• Promote the role of sound financial management and its impact on organisational effectiveness</li><li>• Obtain specialist financial advice when reviewing and evaluating finance systems and processes</li><li>• Respond to financial and risk management audit outcomes, addressing areas of noncompliance in a timely manner</li></ul>