**Finance, Legal & Risk  
Reporting to Governance & Support Services Manager**

## Position Purpose

Provides financial support functions related to managing corporate offices and WaterNSW land and holding portfolio, the related contracts and supplier relationships ensuring the timely and consistent completion of finance transactions, forecasting/monitoring expenditure and prompt supplier payment/ processing.

Ensure compliance with WaterNSW Procurement Framework, Financial Delegations and key reporting processes and put safety first.

## Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Have oversight of and undertake financial transaction processing related to accounts payable, accounts receivable and expense management in accordance with standard operating procedures.
4. Monitor and analyse processing and query volumes/trends to ensure service requests are addressed in a consistent, accurate and timely manner in accordance with approved workflows and policies, and to identify any potential impacts on the budget and/or on stakeholder groups.
5. Consult with internal and external stakeholders for complex requests requiring clarification and/or where there are discrepancies to progress matters to resolution.
6. Provide timely, accurate financial advice and information to staff and suppliers on property expense management systems/processes.
7. Prepare and provide data analysis and reports to support decision making and analyse existing reporting mechanisms and recommend/develop processes which streamline and simplify manual duplication.
8. Coordinate and manage records and databases, complying with WNSW’s administrative systems and processes, to ensure that all information is accurate, stored correctly and is accessible for reporting purposes.
9. Provide support to the property and facilities management team in the development of business cases and the management of funds against property and facility management projects and initiatives.
10. Ensure all rental and other income from WaterNSW owned and leased properties are received and processed in accordance with WaterNSW procedures.
11. Identify opportunities to improve processes and related documentation to ensure best practice
12. Support the implementation and monitoring of office systems, procedures and methods, adapting processes and techniques as required, to facilitate efficient team operations in line with WNSW standards, policies and procedures.

## Key Challenges

* Balancing the service needs of colleagues consistently, given the high volume of work and number of staff seeking services from the role, and the need to address ad hoc requests and unforeseen issues
* Ensuring compliance with WNSW policy and procedures in relation to finance and administrative processing functions; and identifying and adopting opportunities to improve the efficiency and control of financial processing functions.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Business stakeholders across WaterNSW | 1. Provide policy and processing information and advice regarding corporate property and facilities management related matters. |
| Governance and Support Manager | 1. Receives guidance from, discusses priorities and provides regular updates on key issues and progress |
| Corporate Property & Facilities Manager | 1. Interacts with and works collaboratively with the Corporate team as well as the wider Finance, Legal and Risk portfolio to achieve team objectives |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Property NSW and suppliers | Resolve property related issues relating to property and facilities management revenue and expenditure |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

Operates in a structured operating environment that is subject to established policies, procedures and practices underpinned by statutory licencing requirements. The role has capacity to adapt operating practices and identify process improvement. Decisions which can be made by the role holder include; prioritising own workload based on deadlines.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Communicating with Influence | A | * Uses information, facts and figures to explain an idea or concept * Presents information in a clear and structured manner, both verbally and in writing, to ensure a positive response from the audience |

|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Collaboration & Engagement With Customers and Stakeholders | B | * Builds and maintains relationships with individuals from other work groups to accomplish shared goals * Adapts approach to meet the needs of a broad range of customers and stakeholders |
| Customer and Service Responsiveness | A | * Uses appropriate questioning techniques to understand the underlying issue for a customer * Takes responsibility for delivering on promises made * Takes responsibility to resolve or escalate customer issues * Understands own and teams impact on the customer and services provided |

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| --- | --- | --- |
| Business | Level |  |
| Analysis and Problem Solving | B | * Defines the extent and cause of the problem through observation and investigation * Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions. * Considers all possible solutions and seeks input from subject matter experts where appropriate * Takes necessary action to implement the identified solution |
| Business Acumen | A | * Demonstrates understanding of the water industry and how the organisation operates * Has an understanding of the organisation’s strategic direction and sets metrics with the understanding of how individual and team performance supports this * Articulates the impact of own and team performance on business and commercial outcomes |
| Continuous Improvement | A | * Identifies everyday process improvements and ideas within each team and takes ownership to lead and implement * Adopts new ideas and approaches with positive attitude * Identifies wastes and implements practices to minimise these. * Has basic knowledge of continuous improvements tools and techniques |

## Technical Competencies

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| --- | --- | --- |
| Competency | Level |  |
|  |  |  |

## Mandatory Candidate Requirements

**Qualifications:**

* Relevant tertiary qualification (e.g. Finance, Business Administration) or equivalent experience
* Current NSW Drivers Licence

**Knowledge:**

* Sound knowledge of commercial and financial management processes

**Experience:**

## Experience of developing and maintaining effective working relationships with staff, contractors and service providers.

## Experience with the Microsoft Office suite and in particular Excel (intermediate to advanced user) and ERP systems.

## Favourable Candidate Requirements

## Previous experience in this position or a similar position demonstrating the same core skillset

## Demonstrated experience in property budget preparation and forecasting process in an equivalent environment.

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical – office based
* Police Check
* COVID-19 vaccination