

# Role Description

## Manager, Financial Services



Cluster	Creative Industries, Tourism, Hospitality and Sport
Department/Agency	NSW Institute of Sport
Division	Corporate and Communications
Classification/Grade	NSWIS Grade 4, Level 2
Location	Sydney
OSCA Code	111231
PCAT Code	3223233
Date of Approval	27 March 2026
Agency Website	<a href="#">NSW Institute of Sport (NSWIS)</a>

### Agency overview

The NSW Institute of Sport [NSWIS] is a high-performance sporting organisation that supports Australian athletes to become world's best. We reach all regions of NSW with an Olympic and Paralympic training facility based at Sydney Olympic Park and high-performance hubs across NSW that provide world class daily training environments for our athletes and coaches. Our experts work in collaboration with partners within the national sporting system to create and deliver high performance support services and environments to prepare athletes and coaches for international competition.

NSWIS plays an integral part in Australia's High Performance 2032+ Sport Strategy and its vision that "We win well to inspire Australians". NSWIS is committed to building an inclusive and sustainable sporting system that is: performance driven, athlete focused, exceptionally led and purposefully collaborative.

### Primary purpose of the role

The Manager, Financial Services is responsible for the successful development and realisation of the Institute's financial strategies. The role will drive effective outcomes by providing financial information and advice across the organisation while ensuring that the Institute complies with financial statutory responsibilities within a Shared Services environment.

This position will also embed and lead risk and procurement functions across the Institute, including procurement planning and risk management, to support the delivery of organisational activities.

### Key accountabilities

- Provide leadership and direction to the business in relation to financial, compliance, procurement and risk processes and strategies
- Work with the Head of Projects and Operations to develop, implement and manage policies and procedures that will provide a sound environment that meets compliance requirements whilst also enabling business performance
- Maintain and develop the suite of financial reports and the publishing of financial performance reports for internal and external stakeholders and provide leadership and direction to the business in relation to financial, procurement and risk processes
- Establish the strategic direction and manage the staff and resources of the Financial Services area by providing leadership and direction and ensuring staff have the skills and motivation to effectively meet the objectives of the unit and enhance financial services delivery

- Develop and embed risk management practices that support delivery of the Institute's Strategic and Business Plans
- Provide high level advice to the CEO, Executive Committee and Board on financial, risk and procurement issues
- Coordinate the quarterly review of all income and expenditure statements comparing actual to budget and highlighting major variances
- Work with the Shared Services team to ensure transactional finance services are maintained to the agreed SLA. Ensure all financial reporting is aligned to audit standards and is delivered within timeframes
- Lead the preparation of the annual Budget
- Ensure a high level of professional practice and deliver compliant, effective and efficient procurement outcomes by providing authoritative advice and guidance to key stakeholders on all aspects of the procurement function
- Contribute to the ongoing implementation of the Institute's compliance framework including maintenance of the compliance, risk and agreement registers
- Provide high level advice and secretariat support to the Audit and Risk Committee and lead all internal and external audit activities
- Contribute to major projects to ensure budgetary considerations are factored into development of funding requests and business cases

### **Key challenges**

- Maintaining an understanding and knowledge of changing legislative requirements, accounting standards and public sector policies/guidelines
- Managing a wide range of internal stakeholders across all levels with diverse priorities and expectations, to achieve a consistent and cohesive approach to finance, risk and procurement
- Provide and present high-level advice and reports to the NSWIS Board, CEO, Director, NSWIS Executive and Audit and Risk Committees
- Lead financial services in a Shared Services environment for transactional finance activities

## Key relationships

### Internal

Who	Why
NSWIS Executive, Board, Audit & Risk Committee	<ul style="list-style-type: none"> <li>Escalate issues, keep informed, advise and receive instructions</li> <li>Provide regular updates on key projects, issues and priorities</li> </ul>
NSWIS Staff	<ul style="list-style-type: none"> <li>Provide financial reporting, advice, policies and procedures</li> </ul>

### External

Who	Why
NSW Treasury, NSW Audit Office, Internal Auditors	<ul style="list-style-type: none"> <li>Compliance with NSW Government regulations, audit requirements and reporting</li> </ul>
ATO, Office of State Revenue	<ul style="list-style-type: none"> <li>Compliance with government tax regulations</li> </ul>
Office of Sport	<ul style="list-style-type: none"> <li>Liaise with counterpart in OoS to ensure funding and reporting is timely and accurate.</li> </ul>
Department Creative Industries, Tourism, Hospitality and Sport	<ul style="list-style-type: none"> <li>Departmental engagement to enable information sharing and alignment of systems, processes and economies.</li> </ul>
Sport and Commercial partners	<ul style="list-style-type: none"> <li>Dealing with financial matters relating to sport/commercial agreements</li> </ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions that are under their direct control. Refers to the Executive decisions that require significant change to program outcomes or timeframes or are likely to escalate.

This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables, and outcomes.

### Reporting line

This role accounts and reports to the Director, Corporate & Communications

### Direct reports

Finance Assistant  
Business Partner, Finance

### Budget/Expenditure

Budget up to \$400,000  
Authority/approval level up to \$20,000

## Key knowledge and experience

- Experience in the preparation and presentation of annual financial accounts, accounting and financial reporting practices, including leading risk management processes and providing high-level financial advice and communication to senior stakeholders.
- Extensive knowledge of Australian Accounting Standards.

- Extensive experience in corporate governance.

### **Essential requirements**

- Tertiary qualifications in Accounting/Finance.
- CPA or membership of the Institute of Chartered Accountants Australia.
- Working With Children check clearance

## 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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal attributes	<b>Act with integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>Represent your organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Act professionally and support a culture of integrity</li> <li>Identify and explain ethical issues and set an example for others to follow</li> <li>Promote a workplace culture that values high ethical standards and behaviour</li> <li>Act to prevent and report misconduct and inappropriate behaviour</li> <li>Put strategies in place to manage and monitor conflicts of interest</li> <li>Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> </ul>	Adept
 Relationships	<b>Communicate effectively</b> Communicate clearly, pay attention to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>Present with credibility, engage diverse audiences and test whether they understand you</li> <li>Translate technical and complex information clearly and concisely for different audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Set an example by promoting information sharing across your organisation</li> <li>Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> </ul>	Advanced

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> <li>• Explore creative ways to share information and communicate with diverse audiences</li> <li>• Leverage insights from people with lived experience to shape communication and engagement strategies</li> <li>• Write clearly, concisely and persuasively in a range of styles and formats</li> </ul>	
 <p><b>Relationships</b></p>	<p><b>Commit to customer service</b> Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customers’ experience and engage people with lived experience to inform service improvements</li> <li>• Create opportunities to learn about and measure what is important to customers by engaging with a wide range of customer experience</li> <li>• Use customer data, feedback and insights to improve service delivery</li> <li>• Find opportunities to collaborate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in your area of expertise</li> <li>• Connect and collaborate with relevant customers from the community</li> </ul>	Adept
 <p><b>Results</b></p>	<p><b>Deliver results</b> Achieve results by using resources efficiently and committing to quality outcomes</p>	<ul style="list-style-type: none"> <li>• Use your own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>• Ensure staff understand expected goals and acknowledge staff success in achieving these</li> <li>• Identify the resources people need and ensure goals are achieved within budget and on time</li> <li>• Use business data to evaluate outcomes and inform continuous improvement</li> <li>• Identify priorities that need to change and ensure the way resources are allocated meets new business needs</li> <li>• Ensure you budget for and clearly state the financial impacts of new priorities</li> </ul>	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	<p><b>Think and solve problems</b> Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>• Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships</li> <li>• Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience</li> <li>• Think creatively to come up with new ideas to resolve issues and improve customer experience</li> <li>• Seek input and ideas from people with different backgrounds and experiences</li> <li>• Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> <li>• Analyse data and information to identify insights and communicate findings in a clear and meaningful way</li> </ul>	Adept
 <p>Business enablers</p>	<p><b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk</p>	<ul style="list-style-type: none"> <li>• Apply a thorough understanding of recurrent and capital financial terminology, policies and processes for planning, forecasting, preparing and managing budgets</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>• Get 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>	Advanced
 <p>People management</p>	<p><b>Optimise business outcomes</b> Manage people and resources effectively to achieve public value</p>	<ul style="list-style-type: none"> <li>• Initiate and develop long term goals and plans to guide the team's work in line with organisational objectives</li> <li>• Consider impacts of industry trends when planning and allocating resources to achieve business outcomes</li> <li>• When planning resources, implement processes that encourage the attraction and</li> </ul>	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> <li>retention of people with diverse cultures, backgrounds and experiences</li> <li>Ensure team members base their decisions on a sound understanding of public sector business and risk management principles</li> <li>Monitor performance against standards and keep others informed about progress and performance outcomes</li> </ul>	

Occupation specific capability set	Behavioural indicators	Level
 <p><b>Financial Strategy, Governance and Risk Management</b> Establish Effective and appropriate governance, assess the organisation's strategic financial position and ensure effective investment and financing decisions</p>	<ul style="list-style-type: none"> <li>Advise business management on the most appropriate finance sourcing strategies to meet strategic organisational goals</li> <li>Design evaluation protocols, benchmarking standards and key measures to monitor the performance of specific programs and selected financial strategies</li> <li>Design and implement governance frameworks and financial management structures and systems, understanding the requirements of diverse organisations</li> <li>Implement financial policies and effective financial control mechanisms, and ensure that these are clearly understood by finance staff across the organisation</li> <li>Test the validity and value of financial policies, implementing changes which deliver the most effective outcomes for stakeholders</li> <li>Design and implement the organisation's financial planning process.</li> </ul>	Level 4
 <p><b>Management Accounting</b> Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projection</p>	<ul style="list-style-type: none"> <li>Identify internal and relevant external data sources, providing appropriate inputs, financial and nonfinancial, to assist strategy formation</li> <li>Assess the impact of funding allocations on budget management and organisational capability</li> <li>Monitor, analyse and evaluate trends and financial implications of alternative business strategies, and cash flow, working capital and financing implications of specific projects</li> <li>Monitor, evaluate and report on environmental factors that impact corporate decision making processes</li> </ul>	Level 4

Occupation specific capability set	Behavioural indicators	Level
	<ul style="list-style-type: none"> <li>Analyse overall organisational financial information, deviations from plan and trends to inform strategic business planning activities</li> <li>Guide budget formation and use strategic financial information and analysis to test and support internal and external stakeholders.</li> </ul>	

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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	Display resilience and courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	<b>Act with integrity</b>	<b>Be ethical and professional, and uphold and promote the public sector values</b>	<b>Adept</b>
	Manage self	Be persistent, self-reflect and commit to learning	Adept
	Value diversity and inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	<b>Communicate effectively</b>	<b>Communicate clearly, pay attention to others and respond with understanding and respect</b>	<b>Advanced</b>
	<b>Commit to customer service</b>	<b>Provide customer-focused services in line with public sector and organisational objectives</b>	<b>Adept</b>
	Work collaboratively	Collaborate with others and value their contribution	Adept
	Influence and negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	<b>Deliver results</b>	<b>Achieve results by using resources efficiently and committing to quality</b>	<b>Adept</b>

Capability group/sets	Capability name	Description	Level
 <b>Results</b>	<b>outcomes</b>		
	Plan and prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and solve problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Adept
 <b>Business enablers</b>	<b>Finance</b>	<b>Understand and apply financial processes to achieve value for money and minimise financial risk</b>	<b>Advanced</b>
	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Adept
	Procurement and contract management	Understand and use procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and use effective ways to plan, coordinate and control projects	Adept
 <b>People management</b>	Manage and develop people	Engage with and motivate staff, and develop their capability and potential	Adept
	Inspire direction and purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	<b>Optimise business outcomes</b>	<b>Manage people and resources effectively to achieve public value</b>	<b>Adept</b>
	Manage reform and change	Support and champion change, and help others to engage with change	Intermediate