

Role Description

Finance Business Partner

OFFICIAL



Creative Industries, Tourism,
Hospitality and Sport

Portfolio	Creative Industries, Tourism, Hospitality and Sport
Agency	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Corporate Services\ Finance & Operations
Classification/Grade	Clerk Grade 7/8
Location	Sydney/Regional NSW
ANZSCO Code	221111
PCAT Code	1223392
Date of Approval	February 2026
Agency Website	www.nsw.gov.au/dciths

Agency overview

At the Department of Creative Industries, Tourism, Hospitality and Sport we bring vibrancy to NSW by growing our creative industries and workforces, driving strong visitor and night-time economies, ensuring a responsible hospitality sector, and putting arts, culture and sport at the heart of our communities.

Together we:

- Create social and economic opportunities for the state
- Support the creation of jobs across the creative, visitor and night-time economies
- Prioritise First Nations artists, stories and culture
- Ensure arts, culture and sport are at the heart of every community to be enjoyed and accessed by all
- Drive visitation through events, campaigns and visitor experience development
- Activate our night-time and creative economies to unlock unique precincts and community spaces
- Deliver a vibrant and responsible hospitality, liquor, racing and gaming environment
- Support NSW's key Cultural Institutions to ensure access for all, enable community experiences and education and preserve the state's diverse cultural assets and history.

Primary Purpose of the role

The role supports relationship management and is a conduit between the Finance Branch and managers across DCITHS. It services designated business units to identify issues and support the employment of finance related strategic and operation improvement and solutions within statutory requirements, policy, procedures and standards

The role collaborates with the cohort of Senior Finance Business Partners/Finance Business Partners across the organisation to facilitate consistency, compliance and best practice; and has strong ties with the Reporting and Insights teams to arrange reports, insights and tools.

Working with partner business units the role develops recommendations and actions to address issues utilising the reports and insights teams.

The role seeks subject matter experts' information, clarifications and interpretations as necessary to consolidate and deliver sound advice and recommendations to partner business unit

Key accountabilities

- Maintain strong working relationships with the business and Finance Branch subject matter experts to establish mutual support for processes and strategies that optimise DCITHS' fiscal performance and position
- Proactively engage business units to identify emerging issues in a timely manner and encourage their ownership of resolutions with support from the role.
- Undertake investigations and research to facilitate timely strategic and operational advice to best position the business units in terms of financial performance and strategic business decisions and outcomes
- Maintain an overview of business unit compliance with statutory requirements, policies, practices and operating procedures and support address of issues and good governance.
- Actively engage in forums to discuss matters, lessons learned and better practices and impart approved standards to clients
- Provide and interpret standard reports and insights to business units; and arrange and provide exceptional insights and supporting data through the appropriate financial reporting unit as necessary
- Review the implementation/adoption of new and changed financial processes in the context of client groups consistent with financial/budgetary management frameworks employed across the Department
- Proactively review the financial performance progress of business units; and recommend and deliver interventions and support to capitalise on opportunities and redress adverse trends and issues
- Support risk management and provide advice on mitigation strategies and facilitate implementation in partnership with the business
- Support activities of the wider Finance Branch as required to facilitate the Branch meeting its priorities

Key Challenges

- The role is expected to mentor and provide support to the partner unit/s in an environment characterised by rapidly changing priorities and service demands.
- The role needs to quickly and fully discern all aspects of issues that arise and determine the most appropriate course of action, which may be multi-faceted
- Advice provided has the potential to impact the partner business unit's decision making
- The role must observe compliance with statutory obligations and Finance policy, practices and standards and influence business units to comply with same

Key relationships

Internal

Who	Why
Associate Director	• Receive guidance and instruction, seek clarification and advice, and report on progress against work plans. • Identify emerging issues/risks and their implications and propose solutions. • Contribute and report on progress towards business and team objectives and discuss future directions.
Partner Business Unit/s	• Provide accurate, high quality and timely advice • Proactively advise on key decision-making matters, milestones, emerging issues, potential risks and risk-mitigating strategies. • Provide reporting and analytical support as required to ensure agency and cluster level internal and external reporting deliverables are met
Senior Finance Business Partner	• Seek support and advice
Reporting and Insights team/s	• Develop and maintain effective collaborative relationships and open channels of communication. • Collaborate on diverse data and insight needs in a timely manner • Seek interpretations/clarifications on data, trends, anomalies and insights
Team members and cohort	• Work collaboratively to provide optimum business partnership • Confer with and keep them informed of issues that may affect their effectiveness • Work collaboratively and support team to achieve business outcomes

External

Who	Why
NSW Audit Office, NSW Treasury, and other agencies	• Contribute to liaison and the development of responses to requests
GovConnect	• Support the interactions and requirements.

Role dimensions

Decision making

This role has autonomy to provide well-formed and compliant advice to partner business units.

It must refer to the Associate Director on significant issues and matters likely to escalate.

The role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. It has a ready point of reference in the Senior Finance Business Partner

Reporting line

The role accounts and reports to the Associate Director.

Direct reports

The role has no direct reports

Budget/Expenditure

Budget and expenditure will be in line with DCITHS delegations.

Generic RD: Finance Business Partner

Key knowledge and experience

- Experience in influencing and mobilising others, to implement financial governance and best practice financial strategies and operations.
- Developed knowledge and understanding of the NSW Public Sector environment, financial management policies, processes and the relevant regulatory/legislative/statutory requirements that underpin organisational financial operations.

Essential requirements

- Tertiary qualifications in accountancy, economics, commerce, finance or equivalent working knowledge and experience

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

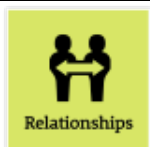
Focus capabilities

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	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept

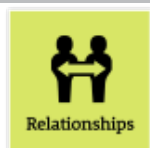


Communicate Effectively

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

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept

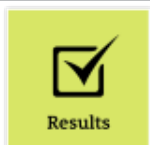


Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept

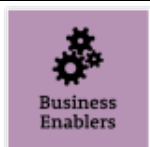


Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

Adept



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies

Intermediate

Occupation Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Finance Business Partnering Partner with key stakeholders, and provide expert professional advice, coaching and consulting expertise to ensure the effective alignment of financial management strategies and organisational objectives	• 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	Level 3

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
 Personal Attributes	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
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational