

## ROLE DESCRIPTION

ROLE DETAILS	
<b>Role Title:</b> Finance Officer	<b>Agency:</b> Defence SA
<b>Classification:</b> ASO5	<b>Business Unit:</b> Finance and Systems
<b>Position No:</b> M25744	<b>Location:</b> 151 Pirie St, Adelaide CBD
<b>Type of Appointment:</b> Ongoing	<b>Date:</b> January 2025

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	<p>The Finance Officer is responsible for preparing, or contributing to, the production of a range of timely, relevant and reliable financial management reports for the Chief Executive and Leadership Team and the monthly reconciliation of financial accounts.</p> <p>The role provides audience appropriate advice on matters related to SA government accounting policies, Australian Accounting Standards and Defence SA processes and liaises with Shared Services and other government departments on financial matters affecting the Agency.</p> <p>The Finance Officer is also responsible for the planning and delivery of all regular accounting tasks, including the planning, delivery and review of taxation related information for BAS and FBT returns.</p> <p>The role manages, administers and maintains the locally based financial accounting system, ensuring results are consistent with the Shared Services Financial Accounting, Masterpiece system, and regularly reviews and updates all financial procedures and staff training resources within Defence SA.</p>
Reporting/ Working Relationships:	<ul style="list-style-type: none"> <li>• Director Finance &amp; Systems, CE and Business Unit Heads</li> <li>• Internal Audit and Auditor General's Audit teams</li> <li>• Officers of the Department of Treasury and Finance</li> <li>• Officers of the Shared Services SA financial management and taxation groups</li> <li>• Staff across all business units of Defence SA</li> </ul>
Special Conditions:	<ul style="list-style-type: none"> <li>• Some out of hours work may be required</li> </ul>

**KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES**

- a. Prepare, or contribute to, a range of management reporting, including monthly financial performance reporting for the Chief Executive and Leadership Team, Annual Financial Statements for submission to the Auditor-General, and DTF reporting.
- b. Plan and deliver a range of regular accounting tasks, including planning, delivering and reviewing taxation related information for BAS and FBT returns.
- c. Create, control and coordinate the local financial systems and ensure their integrity, including managing and administering the SmartyGrants grant management system.
- d. Analyse variances in the monthly reports, including identifying reasons for variances and developing trends and preparing related reporting.
- e. Develop and maintain collaborative working relationships with Shared Services SA to ensure the timely management of data corrections, adjustments, reporting and processing of journals in the Masterpiece system.
- f. Manage the monthly actual data reporting process to DTF (Upstream).
- g. Document, review and update financial procedures in alignment with government and Defence SA policy, and ensure findings of the Auditor General are incorporated where necessary.
- h. Develop and implement audience appropriate financial training resources and activities for both financial interns and non-finance Defence SA staff as required.
- i. Provide expert advice and contribution to the preparation of documentation and briefing papers to inform and assist in the delivery of departmental, Treasury, Parliamentary Committee and statutory requirements.
- j. Provide expert accounting advice to Defence SA management and staff on technical matters, as required
- k. Undertake financial analysis and budget modelling on Defence SA proposals and provide financial advice as required.

**CORPORATE RESPONSIBILITIES**

- You ensure your own personal safety and that of your co-workers and other workers by maintaining awareness, complying with agency Work Health and Safety (WHS) procedures and instructions and obeying reasonable safety instructions issued by Defence SA.
- You uphold the ethical behavior and professional standards as contained in the *Public Sector Act, 2009* and the *Code of Ethics for the South Australian Public Sector*.
- You utilise resources and information in a responsible and accountable manner and comply with all Defence SA financial, human resources, and other agency policies and procedures.
- You participate in Defence SA's performance review process.
- You maintain accurate and complete records of business activities in accordance with the *State Records Act, 1997*.
- You implement and maintain security in line with whole-of-government and agency policies.
- You demonstrate a commitment to supporting a culture of zero tolerance towards violence in the workplace and community.
- You demonstrate a commitment to a culturally and inclusive workforce and to increasing opportunities for Indigenous Australians.

<b>CAPABILITIES AND EXPECTED BEHAVIOURS</b>	
Technical Expertise	<ul style="list-style-type: none"> <li>• Sound knowledge of, and demonstrated experience in the application of, financial management principles, financial analysis and management reporting techniques, contemporary financial and accrual accounting standards, structures, principle and practices.</li> <li>• Well-developed knowledge of Treasury instructions, Australian Accounting Standards and the SA government financial and budget environment, including underlying financial management framework principles.</li> <li>• Sound knowledge of current industry-standard information technology applicable to management and financial accounting analysis and reporting.</li> <li>• Demonstrated experience in planning and undertaking a range of management accounting, budget and financial reporting functions, including delivering and reviewing taxation related information for BAS and FBT returns.</li> <li>• Demonstrated experience in delivering customer centric services, including providing advice and guidance to both finance and non-finance staff and providing expert accounting advice to management.</li> <li>• Demonstrated ability to work under limited direction, either independently or in a team, exercise judgement and delegated authority to set priorities and meet deadlines, .</li> <li>• Ability to and select methods and techniques based on sound judgement and make timely decisions taking into account stakeholders and environmental factors and client needs.</li> <li>• Ability to analyse financial data, resolve identified problems and provide advice and reporting related to discrepancies.</li> <li>• High quality skills in the use of computer software packages, particularly excel, databases and interrelated systems appropriate to an accounting environment.</li> <li>• A working knowledge of the Work Health and Safety Act 2012 and EEO Act.</li> </ul>
Communication and relationship management	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, both written and verbally, with a wide variety of people at all levels.</li> <li>• Ability to communicate financial concepts to non-financial staff.</li> <li>• Liaise effectively and professionally with officers in Treasury, Shared Services, other government departments, audit teams and parties external to government.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Acting as a role model and demonstrating the South Australian Public Service values</li> <li>• Manage, teach and mentor Finance Intern</li> <li>• Provide leadership and assistance to administration staff within Defence SA in matters related to finance, financial systems and basic tax matters.</li> <li>• Develops and accomplishes shared goals by taking an active role in the team and contributing ideas, knowledge and expertise.</li> <li>• Exercises tact and tolerance in team interactions to promote effective working relationships</li> </ul>

Strategic Focus	<ul style="list-style-type: none"> <li>• Understands the organisation's strategic direction and objectives which informs and guides operational work plans.</li> <li>• Ensures the contribution of individual actions to the 'big picture'.</li> <li>• Actively considers and adapts to strategic implications or influences upon policy advice.</li> </ul>
-----------------	---

QUALIFICATIONS	
Essential	Tertiary qualification in Accounting, Finance or Economics (majoring in Accounting)
Desirable	Post-graduate qualifications in Accounting (CPA/ICA), Finance or Economics

DRAFT