

ROLE DESCRIPTION

ROLE TITLE:	Finance Support Officer	AGENCY:	Department of the Premier and Cabinet
CLASSIFICATION:	ASO3	DIVISION:	Art Gallery of South Australia
ROLE NUMBER:	P65666	BUSINESS UNIT:	Art Gallery of South Australia

REPORTS TO: Chief Financial Officer

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: In line with the relevant financial delegations

ROLE PURPOSE:

The Finance Support Officer provides effective and efficient financial and administrative support and assistance to the Chief Financial Officer and other teams. The position is responsible for a range of forward-facing administrative activities which contribute to the successful financial management of the Art Gallery of South Australia (AGSA).

KEY OUTCOMES OF ROLE:

1. Support the Chief Financial Officer to achieve efficient and effective operational management of the finance function, including high quality administrative services, the accurate preparation of journals, reconciliations and a range of reports and documents.
2. Provide quality, timely and accurate financial information services and customer centric support to clients and teams within AGSA, including familiarising other teams with financial systems and processes eg. Basware and financial processes.
3. Respond to queries and issues within the day-to-day operating environment and escalate complex issues and risks in accordance with policy and procedures, including invoice management within Basware and support for the Accounts Payable and Accounts Receivable components required and managed by AGSA.
4. Prepare a range of financial related information and reporting including using relevant systems and processes and assisting with annual reporting and planning processes.
5. Provide a range of project support functions and activities to finance related projects including undertaking activities to support the integrity of financial information and liaising with stakeholders to obtain and provide information which supports project objectives.
6. Assist in drafting, templating and publishing financial documentation, such as forms and factsheets.
7. Develop and maintain proactive and effective working relationships and rapport with internal and external clients and stakeholders.
8. Possess initiative and enthusiasm and an understanding of the importance of customer focused services to a wide range of people and groups and continuous improvement principles and practices.

KEY RELATIONSHIPS / INTERACTIONS:

- Works as part of the Corporate and Financial Services Team
- Provides support and advice to the Chief Financial Officer and other members of AGSA's Executive Management Team
- Liaises with key officers in Shared Services SA, Department of the Premier and Cabinet, Department of Finance and Treasury and external vendors, and stakeholders

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
 - Nationally Coordinated Criminal History Checks (NCCHC)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- Qualification in accountancy, finance, business management, economics, commerce or other relevant field is desirable.
- Experience in the use of computer software packages and systems appropriate to a financial services environment including the use of spreadsheet and database applications.
- Well-developed interpersonal and written and verbal communication skills, to liaise with and respond to a diverse range of people in a courteous, accurate and timely manner, to foster trust, confidence and the cooperation of others and to prepare reports, presentations and correspondence.
- Ability to collate and analyse financial information and develop and implement practical solutions which emphasises accuracy and thoroughness.
- Ability to work under general direction, both as an individual as well as a member of a team, use initiative and judgment in the application of established procedures, manage high volume workloads, and resolve day to day issues to meet deadlines.
- Ability to apply a high level of personal motivation, and flexibility, adaptability and versatility of approach, to handle changing work requirements.
- Experience with customer relationship management systems.
- Knowledge of a range of financial management procedures and reporting requirements and knowledge of the Department's functions and activities.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Trust ▪ Service ▪ Professionalism ▪ Respect | <ul style="list-style-type: none"> ▪ Collaboration and Engagement ▪ Honesty and Integrity ▪ Courage and Tenacity ▪ Sustainability |
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CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained