



Role Statement

Role title	Graduate Officer – accounting, procurement, taxation, policy, corporate	Classification	ASO3
Branch	Various	Type of Appointment	Ongoing or Term with Conditions
Section	Various	Position Number	Multiple
Approved by	Branch Executive Director	Date	February 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

Graduate Officer's will be placed in branches that may involve periodical rotation within DTF or other SA public sector agencies.

What this role is responsible for

The Graduate Officer may:

- Assist with a range of projects, operational activities and strategic initiatives across the South Australian public sector.
- Actively engage in a range of opportunities, this may involve collaboration, project management, problem solving, analysing data and contributing to strategic outcomes and improvements.
- Contribute to informed decision-making by considering both social and economic factors in alignment with government policy.
- Assist in budget preparation, financial analysis and ensuring compliance with accounting standards.
- Undertake workplace and professional development activities.
- Support stakeholder engagement activities within the department and across the South Australian public sector.
- Participate in rotational placements at either a branch, department or multiple government agency level.

The following career pathways exist:

- **Financial accounting** - provision of corporate and business services for SA government departments in the areas of financial accounting and taxation services.
- **Policy, budget, accounting, financial markets, investments and financial management** – a corporate stream which encompasses provision of policy and financial advice, management of state budget, financial markets and reform.
- **State taxation and grant administration** – management, collection and enforcement of South Australia's taxation and grant programs.
- **Sourcing goods, services and infrastructure** through strategic procurement and key projects. The role offers a diverse mix of commercial, financial and policy experience, working collaboratively with government agencies and industry partners to deliver value and advance strategic priorities for the State.

Who this role reports to

- The Graduate Officer reports to a manager within the relevant career pathway.

Key Relationships/Stakeholders

As a Graduate Officer, building relationships with key stakeholders is crucial for your professional development and career success. Below is a list of possible key relationships you may develop during your graduate career:

- Internal and external stakeholders

- Supervisors and managers
 - Peers and colleagues
 - Professional associations
 - Industry networks
 - Mentors
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Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
 - This role requires:
 - Nationally Coordinated Criminal History Check
 - Working with Children Check – for the Procurement pathway only.
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
 - The applicant must NOT have received a TVSP from the South Australian public sector within the last 12 months.
 - The applicant will participate in the Graduate Development Program as well as undertake on-the-job training relevant to the position and team more generally. This may include periodical rotation of placements through various public authorities.
 - Some out of hours work may be required.
 - The incumbent will be required to participate in the Departmental Performance Management Program.
 - The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
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Essential Expertise

- You must have completed an undergraduate or post graduate Australian University qualification, and you will have completed that qualification before your commencement date in a graduate role.
- Preferred disciplines include accounting, business, commerce (including commercial law), economics, finance, marketing, procurement, social policy, supply chain/logistics, project management, law and related disciplines.
- A minimum Certificate IV in Procurement and Contracting will also be accepted for the procurement pathway.
- Effective written and verbal communication skills.
- Ability to anticipate potential problems and contribute to workable solutions to problems.
- Ability to work effectively both individually and as a team member across various teams.
- Ability to absorb new information readily, think clearly and objectively and make informed decisions.
- Ability to provide quality advice, including preparing and presenting reports and recommendations in a clear, concise and logical manner.
- Ability to deal with sensitive issues with tact and diplomacy and maintain complete confidentiality.
- Adaptable to changing work requirements and environments.
- Possess and display drive, initiative and enthusiasm.
- Experience in the use of the Microsoft suite of programs.
- Experience in managing multiple priorities and making choices about time allocation.

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- Demonstrated customer service experience characterised by identifying customer needs and providing quality, timely services.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Knowledge of the role of the public sector and its functions.
- Knowledge of administrative practices and customer service processes.

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