



Role Statement

Role title	Financial Accountant	Classification	ASO4
Branch	South Australian Government Financial Authority (SAFA)	Type of Appointment	Ongoing /Term
Section	Financial and Management Reporting	Position Number	TBA
Approved by	CEO, SAFA	Date	March 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

Working as an integral part of the Financial and Management Reporting team, the Financial Accountant is accountable to the Senior Accountant for the preparation of accurate, timely and value add financial information across SAFA and/or its clients.

The role is responsible for delivering month end reporting, annual financial statements, budgets, forecasts and value add financial analysis to the business.

What this role is responsible for

Contributing to the delivery of timely, relevant and accurate financial information to SAFA and its clients by:

- Assisting with the preparation of month end management reports, including commentary on business performance.
- Assisting with the preparation of annual/quarterly financial statements and associated notes in accordance with relevant accounting standards and reporting guidelines.
- Preparation of technical accounting papers as required.
- Preparing and analysing financial data to identify trends and factors influencing financial performance.
- Liaising with business units within SAFA, the Department of Treasury & Finance and SAFA's clients to resolve accounting related matters.
- Liaising with the Auditor General's department with regards to year-end audit requirements.
- Assistance with the preparation of financial budgets and forecasts.
- Identifying business process and system improvement opportunities.
- Document preparation (e.g. journals) and month end reconciliations.
- Preparing returns for the Australian Bureau of Statistics and the Australian Tax Office

Contributing to the effective and efficient operations of the FMR section and SAFA's goals by:

- Participating in a work ethic that encourages and focuses on team values, team commitment to outputs and customer service.
- Keeping the Senior Accountant and Manager, FMR informed, providing advice and recommending actions on a range of accounting and operational issues.
- Identifying and maintaining an up to date knowledge of accounting standards and Government reporting requirements that may affect SAFA and its clients, and formulating appropriate actions to any changes in standards.
- Develop and maintain a close working relationship with SAFA's stakeholders/clients to ensure a good understanding of requirements and requests.
- Ensuring accurate and updated procedures and policy manual are maintained and reviewed regularly.
- Liaising with other sections of SAFA, Department of Treasury and Finance and SAFA's Clients, as necessary, to ensure overall co-ordination of tasks.

As required, back up and provide support for the work of other members of the Financial Management team, which may include assuming responsibility for specific functions.

Contribute to upholding the integrity of SAFA records, information, data and business activities by ensuring documents are created, captured and managed in accordance with the State Records Act 1997, South Australian Government policies and procedures, and in line with the South Australian Protective Security Framework.

Who this role reports to

The Financial Accountant reports to the Senior Accountant.

Key Relationships/Stakeholders

The Financial Accountant reports to the Senior Accountant and:

- Liaises with personnel at various levels across SAFA;
- Liaises and works closely with a range of external Departmental and other government agencies;
- Works closely with other members of the Financial and Management Reporting section.

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
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel 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.

Essential Expertise

- Tertiary qualification in business, commerce, finance, economics, or demonstrated equivalent work experience.
- Proven ability to undertake a variety of tasks concurrently and produce high quality results within agreed deadlines.
- Demonstrated ability to communicate effectively with clients, senior management and staff at all levels both orally and in writing.
- Demonstrate flexibility, adaptability and versatility of approach to handle continual changing work requirements.
- Ability to work with a high degree of autonomy and proven ability to work effectively as a team member.
- Ability to use discretion and maintain confidentiality.
- Proven ability to recognise problems and formulate appropriate solutions.
- Possess strong analytical, research and technical skills and an approach to work that emphasises accuracy and thoroughness.
- Demonstrated ability to utilise software, (e.g. Excel) to manipulate and analyse data efficiently and effectively.
- Proven ability to communicate information relating to financial transactions with a high level of clarity.
- Experience in general accounting procedures including month end reconciliation processes and preparation of financial statements.
- Experience working with general ledger systems/ERPs.
- Knowledge of current accounting standards.
- 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

- Membership of, or study towards, an appropriate professional accounting qualification e.g. CPA.
- Knowledge of Australian financial markets.