

# Position Description

## Senior Corporate Budget Analyst, Schools & Preschools

### Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

							
<b>SERVICE</b>	<b>PROFESSIONALISM</b>	<b>TRUST</b>	<b>RESPECT</b>	<b>COLLABORATION &amp; ENGAGEMENT</b>	<b>HONESTY &amp; INTEGRITY</b>	<b>COURAGE &amp; TENACITY</b>	<b>SUSTAINABILITY</b>
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

### About this role

The Senior Corporate Budget Analyst, Schools and Preschools is responsible for planning, implementing and maintaining a program of work that ensures corporate oversight of schools and preschools budgets, resource plans and integrity of reporting budget versus actuals to key stakeholders. The position is also responsible for providing regular status reports on compliance in these areas to senior department executives and design, maintenance and evaluation of budget training and support materials.

<b>Position title</b>	Senior Corporate Budget Analyst, Schools and Preschools
<b>Classification</b>	ASO7
<b>Division</b>	Finance
<b>Directorate</b>	Budget and Financial Services
<b>Location</b>	31 Flinders Street, Adelaide, with flexible working arrangements available
<b>Reports to</b>	Strategic Manager, Finance
<b>Direct reports</b>	nil
<b>Role description date</b>	March 2026



## What you will do (key outcomes)

1. Provide expert financial advice to improve financial management and budgeting processes in schools and preschools, including the development and implementation of policies, processes and practices to support preparation and monitoring of annual budgets for schools and preschools as part of the new Education Management System (EMS), in consultation with key stakeholders.
2. Provision of an oversight and monitoring function of school and preschool budgets to ensure all sites have an approved budget within agreed timeframes and that budgets are cash flowed and loaded to the general ledger.
3. Provide strategic oversight and monitoring of financial reporting processes to ensure the integrity, accuracy and transparency of budget versus actual expenditure reporting. Analyse financial performance, identify variances and emerging risks, and provide timely advice and recommendations to key stakeholders to support informed decision-making, effective resource management and alignment with organisational priorities.
4. Provide high-level oversight and monitoring to ensure all resource plans are developed, reviewed and finalised within agreed timeframes. Implement monitoring mechanisms, track progress and proactively engage with school leaders and key stakeholders to address delays, maintain compliance with planning requirements and support effective workforce and resource allocation across sites.
5. Manage the design, maintenance and evaluation of budget training and support materials such as factsheets, webinars and online content, ensuring the delivery of best practice training, compliant with the department's Financial Management Compliance Framework, policies and procedures across schools and preschools.
6. Manage, maintain and review the Site Budget Planning Tool to identify opportunities for continuous improvement and the documentation and review of key processes, procedures, and support the adoption and effective implementation by schools and preschools.
7. Review, manage, improve and maintain efficient and effective work practices and operational policies within the workgroup.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The capabilities you will bring (key competencies)


- **Communication and Planning:** Excellent interpersonal, written and verbal communication skills including demonstrated ability in creating trust with senior level stakeholders and staff across the organisation.
- **Solution Focus:** Proven high level analytical and problem-solving skills including demonstrated ability to analyse complex problems, exercise significant delegated authority, determine methods and formulate and implement innovative and appropriate solutions.
- **Autonomy:** Proven ability to plan and coordinate multiple and varied programs of work under broad direction and exercise a high level of initiative including prioritising effectively to meet deadlines, often with competing demands.
- **Technical Expertise:** Significant experience in providing financial and value-added financial services and identifying and improving business practices and processes to reduce administrative burden on schools and deliver efficient and effective high quality consultative services and advice.
- **Task Management:** Proven high level budgetary management experience, preparing, analysing, modelling and managing budgets in large complex organisation(s) and producing high quality

documents and concise reports that are accessible to the layperson.

- **Financial Management:** High level discipline knowledge of financial and budget management practices and accounting standards.
- **Government Processes:** Comprehensive knowledge of whole of Government financial management frameworks, processes, systems and budget and finance functions as it relates to the public sector.
- **Safe Work Practices:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<ul style="list-style-type: none"> <li>• Director, Budget &amp; Finance</li> <li>• Director, Funding</li> <li>• Executive Director, Finance</li> <li>• Senior Management Accountant – School and Preschool Budgeting</li> <li>• Manager, Consolidations Reporting</li> <li>• Manager, Treasury Reporting</li> <li>• Department for Education Executive Directors, Directors, Department Business Units as required</li> <li>• Treasury and Finance staff</li> <li>• School and Preschool staff</li> </ul>	<p><b>Essential:</b> Nil</p> <p><b>Desirable:</b> A tertiary qualification in accountancy, business, or commerce or equivalent experience.</p>

Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p> <p>Maintain confidentiality at all times</p>	<p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p><b>Assessed by:</b> Nadine Berno, P&amp;C Consultant, Corporate Leader Advisory Service</p>		<p><b>Approved by:</b> Carmine Vetere, Director, Budget &amp; Finance</p>	
<p><b>Date:</b> 19/03/2026</p>		<p><b>Date:</b> 19 03 2026</p>	

