

Role Description



Role title:	Classification:
Senior Financial Analyst	ASO6
Division/Business unit:	Reports to:
Finance and Business Services / Finance	Manager, Strategic Finance & Analysis

Role purpose:

The Senior Financial Analyst is a role within Finance and is accountable to the Manager, Strategic Finance and Analysis for:

- Providing a range of high-level financial analysis and consultancy services to stakeholders within the Department of Human Services (DHS).
- Analysing financial information and providing recommendations to enable decision making.
- Controlling and coordinating finance related projects within DHS in accordance with strategic goals and government policies.

Key outcomes and accountabilities:

1. Collect and analyse financial data and create financial models to support Cabinet submissions, business cases and investment decisions.
2. Provide analysis, evaluation and interpretation of financial performance against key performance indicators, recommend corrective strategies and opportunities for improvement.
3. Assist business units develop complex business cases for new initiatives, including cost estimation, funding options and financial analysis over forward estimates.
4. Undertake financial analysis to contribute to the preparation of cabinet submissions, ministerial briefings, budget papers, policy matter and other relevant documentation as required.
5. Contribute to the budget process in alignment with departmental strategic objectives.
6. Identify and support process improvement initiatives.
7. Develop and maintain internal and external stakeholder relationships.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager, Strategic Finance and Analysis (line manager)
- Director Finance and Chief Information Officer
- Division Executives and relevant managers
- Staff of the Finance and Business Services Division
- Government and non-Government agencies

Budget/Delegations:

No Budget or delegations accountabilities for this role

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Accountability and Decision Making** - Take responsibility for and is able to demonstrate justifiable reasons for actions and decisions. Make decisions within area of responsibility, evaluating all available information and taking action in line with organisational policy and values.
2. **Build Partnerships** - Understand the needs of diverse range of customers and cultures and deliver services that meet these needs using initiative, creativity, negotiation, consultation and conflict resolution skills.
3. **Decide and Initiate** - Base decisions on evidence, encourage others in the decision-making process to contribute where appropriate, follow through with implementation and monitor outcomes.
4. **Develop Policy and Procedures** - Anticipate the need for the development of new policies and procedures; provide direction and technical advice on changes to existing policy/procedures in pursuit of best practice opportunities.
5. **Finance Knowledge Base** – Demonstrate significant discipline knowledge and understanding of Government policies, Departmental Guidelines, Accounting Standards, Treasurer’s Instructions, and Audit requirements.
6. **Implement Projects and Programs** - Ability to plan, implement, monitor, assess and evaluate appropriate projects and programs in collaboration with key stakeholders.
7. **Interacting with Technology** – Interact with a range of software applications, including the advanced Microsoft Office suite, efficiently and adapt to changes in technology and/or systems.

Qualifications:

Essential: An appropriate degree in Accounting, Commerce, Finance, Economics or other related discipline from a recognised tertiary institution or relevant equivalent experience.

Desirable: Completion of studies offered by either CPA Australia or the Chartered Association of Accountants.

Key leadership competencies and expected behaviours at this classification:

Supports and implements strategic direction

- Understands the big picture and contributes to the development of strategic direction for the BU.
- Assumes ownership of team goals and business objectives.
- Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- Identifies and analyses complex problems relating to the team’s work objectives.

Achieves and monitors own results

- Delivers results and improvements to meet team objectives.
- Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- Abides by the laws, regulations and policies determining team and individual role activities.
- Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- Monitors team/project performance and seeks feedback to guide improvements.
- Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- Adds value to the BU by setting, reaching and encouraging high performance standards.
- Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- Provides others with ongoing feedback and coaching for development.
- Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- Embeds a strong customer service ethos by understanding needs.
- Effectively manages resources to meet competing and complex demands.



Cultivates productive working relationships

- Seeks to understand the perspectives of others and the implication in the wider public sector.
- Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- Engages in strategic relationships with internal and external stakeholders.
- Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly

Exhibits personal drive and professionalism

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:

Assessed by: Madeline Yee, Lead HR Business Partner		Date: 21/05/2024
Approved by: Daniel Green, Director Finance		Date: 22/05/2024