

Position Description

Business Advisor – Finance

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:

							
SERVICE	PROFESSIONAL ISM	TRUST	RESPECT	COLLABORAT ION & ENGAGEMENT	HONESTY & INTEGRIT Y	COURAGE & TENACITY	SUSTAINABI LITY
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 Business Advisor – Finance is responsible for the delivery of a high-quality business advisory service for a portfolio of divisions that contributes to the effective and efficient financial management of the division, compliance with legislative frameworks and state and national policy settings and achievement of strategic financial goals and objectives.

The Business Advisor – Finance ensures the provision of expert financial reporting and analysis to senior officers, supporting effective decision making and compliance with budgeting and financial frameworks.

The Business Advisor – Finance also develops and maintains effective networks with key stakeholders across the department, relevant services and their personnel, as well as with a range of external agencies and organisations, in order to ensure the best quality outcomes.



Position title	Business Advisor – Finance
Classification	ASO6
Division	Finance Division
Directorate	Budget and Financial Services
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Senior Business Partner - Finance
Direct reports	Nil
Role description date	August 2025

What you will do (key outcomes)

1. Provide high quality, expert business advisory and financial management services to departmental divisions and other stakeholders, to enable the achievement of goals in supporting educational improvement.
2. Develop and maintain positive, effective working relationships and networks with key internal and external stakeholders, including the provision of expert advice to senior officers to ensure the needs of the divisions are met.
3. Manage the annual budget and fraction of time (FTE) plans for divisions, directorates, units and projects. This includes development of monthly revenue and expenditure budgets and journals.
4. Coordinate the production of monthly financial reports and analysis for divisions to use in key decision-making processes, including monthly financial reports, monthly FTE report, variance analyses, EOY projections, costing initiatives and advice on acquittals and external reporting.
5. Undertake analysis and provide advice to senior officers in relation to budget management systems, procedures and methodologies to build internal knowledge capability, supporting compliance with department policies and accountabilities that minimises financial risk to the government. This includes the assessment, development and implementation of funding policies for schools and preschools.
6. Undertake complex financial analysis to identify and mitigate risks to operating budgets and departmental programs and initiatives, including the development of resource plans, budget recovery plans and analysis of variances and trends.
7. Contribute to maintaining a safe and healthy work environment by proactively identifying and reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication:** Demonstrated high-level ability to communicate effectively, in writing and verbally, to people at all levels within and outside the public sector in a professional, confidential and a tactful manner. Proven skills in developing and maintaining networks and working with astuteness and discretion in a sensitive/political environment.
- **Task management:** Proven ability to work in a highly effective manner under broad direction, determine objectives, exercise initiative and independent judgement in analysis and resolution of complex or sensitive matters. Ability to successfully manage high volumes of work, changing priorities and meet critical deadlines.
- **Accounting tools:** Significant discipline expertise and experience in financial and budgetary management within a government environment, with sound understanding of forecast development, operating budgets and the preparation and review of reports.
- **Relationships and partnerships:** Significant experience successfully engaging with internal stakeholders, including building internal knowledge and capability in responsible financial management and providing concise, accessible and high-quality advice and reports.

- **Government processes:** Sound knowledge of government financial management frameworks, processes, systems and budget and finance functions. Understanding of whole of government policies and guidelines, the roles, functions and responsibilities of Government, the Parliamentary system and Cabinet processes.
- **Work health and safety:** Demonstrated 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
<p>Direct working relationship:</p> <ul style="list-style-type: none"> • Senior Business Partner - Finance <p>Internal Working Relationships</p> <ul style="list-style-type: none"> • Executives and Senior Officers within the Finance Division • Executives and Senior Officers from a portfolio of divisions <p>External working relationships</p> <ul style="list-style-type: none"> • Department of Treasury and Finance • Auditor-General’s Department • State Government agencies 	<p>Essential: Nil</p> <p>Desirable: A tertiary qualification in accountancy, business, or commerce.</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>You may need a current driver’s license and be willing to drive</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>Assessed by: Ashleigh Gepp, P&C Advisor</p>		<p>Approved by: Carmine Vetere, Director, Budget and Financial Services</p>	
<p>Date: August, 2025</p>		<p>Date: August, 2025</p>	

