



Role Statement

Role title	Financial Accountant	Classification	ASO5
Branch	Shared Services SA	Type of Appointment	Term
Section	Financial Accounting	Position Number	Multiple
Approved by	Executive Director	Date	April 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

Shared Services SA (SSSA) strives to deliver high-quality financial, payroll and work injury services to our customers. We care about providing timely, accurate and contemporary services, so government agencies can focus on delivering for the South Australian community.

The Financial Accounting business unit of Shared Services SA provides statutory reporting, balance sheet account reconciliation, general ledger, payroll interface, fixed asset and right of private practice administration services and associated advice to a wide range of SA Government agencies.

What this role is responsible for

The Financial Accountant is responsible for the provision of accurate and timely financial services (including reconciliations), preparation of financial statements, and accounting/financial management advice for SA Government agencies within the Financial Accounting business unit.

- Provide professional accounting and financial management services, whilst building relationships with clients, and demonstrating respect, consistency and courtesy when dealing with written and verbal enquiries.
 - Provide professional accounting and financial management services to SA Government client agencies. Services including transactional (preparing calculations, journals, asset accounting), complex reconciliations (including investigating and following up outstanding items), general ledger, subsidiary ledger (eg asset accounting) and reporting functions.
 - Prepare financial statements and management reports for Tier 2 and/or Tier 1 reporting entities that comply with accounting standards, Treasurer's Instructions, or other relevant requirements eg Aged Care.
 - Provide timely and accurate financial information and advice (including research) to client agencies, on more complex financial management matters, policies, processes and procedures.
 - Prepare and analyse financial reports and ensure the accuracy of system generated financial reports.
 - Contribute to the improvement of financial management processes including participating in agile projects and process improvement initiatives.
 - Contribute to the development, maintenance, improvement of financial management policies, processes, procedures/work instructions, general ledger, and systems.
 - Contribute to positive workplace culture, building an effective and co-hesive team, in order to foster initiative, achieve outcomes and meet deadlines, including supervising staff when required.
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Who this role reports to

The Financial Accountant is accountable to the Manager Financial Accounting or the Principal Financial Accountant.

Key Relationships/Stakeholders

- The Financial Accountant interacts and maintaining professional and positive working relationships
- with client agencies and stakeholders, including the Audit Office SA and other areas of Shared Services (eg Financial Services, Business Systems and Performance)

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

- Degree level qualification in accounting, finance, economics (or equivalent) and eligibility for membership to a professional accounting body.
- Demonstrated sound communication (verbal and written) skills, with an emphasis on an effective, clear and concise style.
- Demonstrated ability to use initiative, work independently with limited supervision, and also collaboratively in a team environment, whilst demonstrating strong time management and a commitment to client service.
- Proven ability to be flexible, adaptable and versatile to meet changing requirements and to provide support to others in an environment of change.
- Ability to coach, mentor and supervise staff in a client service environment.
- Strong knowledge of accounting standards and related governance and financial management frameworks/ processes as applied in the SA Government environment.
- Demonstrated experience in the preparation of financial statements and complex reconciliations preferably in a client service environment.
- Demonstrated experience in financial accounting, asset accounting and financial reporting functions.
- Demonstrated experience in providing high quality financial and accounting advice and analysis of financial data to clients/management. This includes the preparation and presentation of reports and recommendations.
- Experience in identifying and assisting with the implementation of financial management and reporting process improvements.
- Demonstrated experience in using financial management applications (e.g. Masterpiece, Oracle, SAP) and Microsoft Excel for reconciliations, modelling and reporting.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.

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- 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 a relevant professional accounting body

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