



Role Statement

Role title	Senior Financial Accountant	Classification	ASO6
Branch	Shared Services SA	Type of Appointment	Term
Section	Financial Accounting	Position Number	P25482
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.

What this role is responsible for

The Senior Financial Accountant is responsible for the efficient and effective delivery of accounting and financial management services including:

- Preparation of financial statements (general purpose and special purpose) including audit liaison;
 - Contributing to and monitoring reconciliations, general ledger, fixed asset and other accounting services; and
 - Provision of accounting and financial management advice, support, compliance, solutions, and projects.
- for a wide range of SA Government agencies within the Financial Accounting business unit.

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

- Contribute to, and provide guidance to staff responsible for, delivering professional accounting and financial management services to a wide range of SA Government agencies. Services include finance transactional (e.g. preparing calculations, journals, asset accounting), reconciliation (including investigating and following up outstanding items), general and subsidiary ledgers, business administration and reporting functions.
 - Assist the Manager Financial Accounting with managing an effective control environment and fostering/maintaining a positive team culture, focused on client services (in line with SSSA values) and ongoing professional development.
 - Ensure accounting and financial management services are delivered in accordance with established Service Level Determinations, performance measures, legislative requirements, and applicable accounting standards.
 - Provide timely and accurate information and advice on complex financial accounting/management matters (including research) to client agencies including contributing to the development, maintenance and improvement of financial accounting/management procedures and processes.
 - Prepare financial statements (general purpose and special purpose for Tier 1 entity), including associated working papers and briefing and audit liaison.
 - Contribute to change management, quality assurance and continuous improvement activities/projects (where required).
 - Maintain accurate and complete records of business activities created and received in accordance with the State Records Act 1997 and policies and procedures.
 - Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health, and Safety by adhering to the provisions of various Act and associated legislation.
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Who this role reports to

- The Senior Financial Accountant is accountable to either the Manager, Financial Accounting or Principal Financial Accountant. The Senior Financial Accountant may have direct line management responsibility for a small number of accounting staff.

Key Relationships/Stakeholders

- Interact and maintaining professional and positive working relationships with client agencies and stakeholders, including the Auditor-General's Department 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

- Demonstrated experience in liaising effectively and working collaboratively with a range of clients and stakeholders, to facilitate cooperating and support in achieving outcomes and to establish and maintain effective working relationships, including sound written and oral communication skills.
- Ability to motivate and inspire others to work together as a team to achieve objectives, with a commitment to a team and client service orientated philosophy.
- Self-motivated with a demonstrated ability to prioritise and organise work to meet competing deadlines and remain focused on key objectives in a demanding work environment.
- Demonstrated experience in the preparation of Tier 1 financial statements, complex reconciliations, financial accounting, general ledger/subsidiary ledger and reporting functions in a complex service delivery orientated business.
- Demonstrated ability to conduct research and analyse problems, develop and implement practical solutions, provide accurate financial accounting/financial management advice and analysis of financial data.
- Demonstrated experience in the development, implementation, maintenance and improvement of financial accounting/management policies and procedures.

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- Experience in identifying, developing and implementing financial management and reporting improvement initiatives and processes.
- Demonstrated experience in using financial management applications (e.g. Masterpiece, Oracle, SAP) and Microsoft Excel for reconciliations, modelling and reporting.
- Commitment to financial accounting and management practices/compliance including a strong understanding of accounting standards and related governance frameworks and their application in a government context.
- 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 a relevant professional accounting body

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