



Role Statement

Role title	Finance Officer	Classification	ASO3
Branch	Shared Services SA	Type of Appointment	Term
Section	Financial Accounting Executive Director, Shared Services SA	Position Number	Multiple
Approved by	Services SA	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

- Provide quality customer service, whilst building relationships with clients, and demonstrating respect, consistency and courtesy when dealing with written and verbal enquiries.
 - Prepare financial management reports for micro entities that comply with accounting standards and Treasurer's Instructions.
 - Assist with the preparation of financial management reports for Tier 1 and Tier 2 reporting entities in accordance with accounting standards and Treasurer's Instructions
 - Prepare reconciliations, process accrual and correction journals, and assist in the administration of various financial accounting systems, to ensure the effective and efficient delivery of financial reporting and associated data to clients.
 - Assist with providing financial management advice and assistance to clients in understanding their financial obligations that aligns with accounting standards and policies/procedures.
 - Contribute to process improvements by participating in finance-related service delivery reforms.
 - Undertake accurate and timely reconciliations including those associated with client bank accounts, subsidiary records, and complex feeder system transactions, including investigating and following up of outstanding items.
 - Assist with maintaining the fixed asset register including recording asset movements, monitoring work in progress, performing reconciliations to the general ledger, preparing end-of-period reports, processing revaluations and assisting with unclaimed monies processes.
 - Maintain accurate and complete records of business activities created and received in accordance with the State Records Act 1997 and policies and procedures.
 - Maintain a commitment to Equal Opportunity, Diversity and Ethical Conduct and comply with the Code of Ethics and legislative requirements of the Public Sector Act 2009, Public Sector (Honesty and Accountability) Act 1995 and Work Health and Safety Act 2012.
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Who this role reports to

The Finance Officer is accountable to the Manager Financial Accounting and is responsible for undertaking a broad range of financial management services. This includes preparing reconciliations and assisting with the preparation of financial management reports.

Key Relationships/Stakeholders

- The Finance Officer maintains a professional working relationship with employees and stakeholders at all levels within Shared Services SA and client agencies internal/external to the portfolio.
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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.
- Location in Port Adelaide and Adelaide CBD

Essential Expertise

- Ability to communicate, both verbally and in writing, in a clear and concise manner, whilst maintaining sound working relationships with all stakeholders.
- Ability to work under limited supervision, to cope with high volumes of work, deal with competing demands, meet strict deadlines and organise activities to provide efficient services.
- Ability to work collaboratively in a team environment, contribute to a culture of teamwork and take a shared responsibility for achieving results.
- Ability to work in a customer service environment with a commitment to providing quality customer service and achieving client satisfaction.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- Sound knowledge of financial management processes, Treasury and government reporting requirements and accounting standards, particularly as applied in the SA Government environment.
- Ability to use initiative and judgement with a strong commitment to service excellence.
- Ability to undertake financial analysis and present information clearly and concisely.
- Experience in general accounting and reporting functions, preparing reconciliations and contributing to business process improvement.
- Proficient in the use of Microsoft Office suite of products including word processing and spreadsheet packages appropriate to a financial management and accounting environment, in addition to knowledge of the internet.
- 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

- Eligibility for a membership to a professional accounting body.