

ROLE STATEMENT

ROLE TITLE	Finance Manager	POSITION NO.	TBA
CLASSIFICATION	AS07	REVIEWED DATE	February 2026
PORTFOLIO	Operations	AGENCY	History Trust of SA
ANZSCO CODE	5999		

ABOUT THE ROLE

The Finance Manager plays a central role in ensuring the History Trust of South Australia operates with strong financial stewardship, transparency and accountability. Reporting to the Head of Operations, the role plans, leads and coordinates the Trust’s financial management functions, supporting sound decision-making and the long-term sustainability of the organisation.

Working closely with Portfolio Heads and managers, the Finance Manager provides financial advice, analysis and planning support across the organisation. The role leads and coordinates budgeting, reporting and forecasting processes, supports procurement and project management activities, and ensures financial practices align with government requirements, organisational policies and good governance standards.

This is a role for someone who enjoys working collaboratively across a complex organisation, helping translate financial information into practical insight that supports responsible management of public resources and enables the History Trust to deliver on its purpose.

Reporting/Working Relationships

- Reports to Head of Operations
- Works closely with the CEO
- Works closely with the History Trust of South Australia Finance Committee
- Works collaboratively with key staff leads across the organisation.
- Working closely with other government departments e.g. Department for Education and Department of Treasury and Finance

Why Join the History Trust of South Australia?

The History Trust connects people with the stories that shape our state. We put history to work, helping South Australians understand the past and make better decisions about the future. Through our collections, museums, events and education programs, we use history as a training ground for thinking about the impacts of the choices we make. Joining the History Trust means contributing to work that strengthens learning, civic life and community understanding across South Australia.

Benefits of Working with Us

Looking for a role that combines a deeper purpose with your skills? At the History Trust of South Australia, we do things a little differently. We leap at opportunities and create our own, and we practise what we preach by giving people the space to test ideas, learn, and keep improving. We welcome ambition and, most of all, gumption, the resourcefulness, creativity and tenacity needed to get things done. This is a role suited to someone who enjoys variety, initiative, and developing practical solutions. Alongside meaningful work, you will find a collaborative culture and flexible working arrangements where possible.

SECTION A: Results to be Achieved



- Lead, plan and coordinate financial reporting processes to ensure the Trust meets statutory, Treasury and internal reporting obligations, delivering accurate and timely information to the CEO, Board of Trustees, Finance Committee and Leadership/Management Group.
- Lead the preparation, implementation and monitoring of organisational budgets, including development of budget inputs, variance analysis and provision of financial advice that supports informed decision-making across portfolios.
- Identify and monitor financial risks, ensuring appropriate financial controls and mitigation strategies are in place to support sound governance, compliance and responsible stewardship of public resources.
- Provide expert financial guidance to Heads of Portfolio and managers to strengthen understanding of financial policies, procedures, delegations and compliance requirements, supporting consistent and responsible financial management across the organisation.
- Maintain and continuously improve financial frameworks, operational policies and procedures to ensure compliance with relevant legislation, Australian Accounting Standards, Treasurer's Instructions and audit requirements.
- Manage the relationship with Shared Services SA to ensure the effective preparation of financial statements, audit documentation and required Treasury, Cabinet and audit returns.
- Provide financial leadership and expert analysis and insights to organisational planning and performance monitoring, supporting strategic priorities and long-term financial sustainability.
- Provide financial oversight of procurement processes to ensure alignment with procurement policy, governance requirements and value-for-money principles.
- Prepare financial briefings, Finance Committee reports and recommendations that support senior management and the Board to understand financial performance, risks and opportunities and make informed organisational decisions.

Specific Requirements

Essential

Appropriate Tertiary qualification (e.g. Accounting, Business, Commerce, Economic or Related Discipline)

Desirable

Professional membership, or progress toward membership, of a recognised accounting body (e.g. CPA Australia or Chartered Accountants Australia and New Zealand) is desirable.

SECTION B: Selection Criteria

TECHNICAL EXPERTISE

- High level knowledge of government accounting, budgeting and financial management processes within a public sector environment.
- Advanced understanding of complex financial management, including financial reporting, forecasting, analysis, and internal controls.
- Comprehensive knowledge of relevant legislation, Australian Accounting Standards, Treasurer's Instructions, policies, procedures and public sector financial governance and compliance requirements.
- Significant experience working with financial management and reporting systems and translating financial data into meaningful organisational insights and impact narratives.

PERSONAL ABILITIES



- Demonstrated ability to analyse complex financial and organisational issues and translate information into clear advice that supports sound decision-making and responsible management of public resources.
- Strong communication skills, with expertise in presenting financial information clearly and building shared understanding across managers, executives and stakeholders.
- Highly developed interpersonal skills and the ability to build productive working relationships across a diverse organisation.
- Demonstrated ability to manage competing priorities, meet deadlines and maintain a high standard of accuracy and reliability in financial information.
- Demonstrated ability to work under broad direction, exercise significant judgement, delegated authority and initiative in determining financial management methods and a range of solutions that achieve organisational objectives and priorities and resolve complex issues within a government environment.

EXPERIENCE

- Significant experience in budget development, forecasting and financial management, including preparation of financial statements and reports and the effective use of financial and management information systems.
- Significant experience in building effective working relationships with internal and external stakeholders, including managers, service providers, and government partners.
- Significant experience leading or coordinating organisation-wide improvements to finance and business processes and systems, including planning, implementation, documentation, evaluation and reporting on outcomes.
- Demonstrated experience leading and supporting a high-performing finance function, fostering accountability, collaboration and continuous improvement.

Additional Requirements

All employees commit to valuing and respecting the needs and contributions of First Nations employees and visitors, and to developing intercultural capability, including engagement with the Culturally and Linguistically Diverse (CALD) community.

Engagement in this role is subject to a satisfactory Department of Human Services Working With Children Check, with renewal required every five years.

The role may require out-of-hours work, as well as intrastate and interstate travel.

All History Trust of South Australia employees are required to work in accordance with the Code of Ethics for the South Australian Public Sector, as well as relevant policies, procedures, and legislative requirements, including but not limited to:

- Work Health and Safety Act 2012 (SA)
- Return to Work Act 2014 (SA)
- Equal Employment Opportunity (including prevention of bullying, harassment, and intimidation)
- Children's Protection Act 1993 (Cth) – Notification of Abuse or Neglect
- Public Interest Disclosure Act 2018
- Disability Discrimination legislation
- Information Privacy Principles
- Relevant Awards, Enterprise Agreements, Public Sector Act 2009, History Trust of SA Act 1981, and OCPSE Determinations and Guidelines
- Relevant Australian Standards
- Applying the principles of the South Australian Government's Risk Management Policy as appropriate
- Maintaining accurate and complete records of business activities in accordance with the State Records Act 1997

This role is based in the Adelaide CBD, however it is required to travel between our three sites located in Birdwood, Port Adelaide, and Adelaide CBD. Depending on operational needs, the incumbent may be required to transfer to other History Trust locations, either permanently or temporarily, to perform work appropriate to their classification, skills, and capabilities, in accordance with the relevant provisions of the Public Sector Act 2009.



Work Health and Safety

This role requires the incumbent:

- Leads workplace safety procedures and programs
- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks, and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Role Acceptance

I have read and understand the responsibilities and organisational context as outlined in this role statement and agree to adhere to the values of the SA Government and History Trust of SA as described within this document.

Occupant Name

Occupant Signature

Date

