



ASO4 Management Accountant Financial Management Services Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Management Accountant is accountable to the Manager, Budget Section (Financial Management Services Branch) and contributes to financial planning, financial reporting and financial control by providing accurate and timely information for stakeholders to make sound financial decisions. This includes undertaking financial investigations and analysis (including project related work) to assist the Department with meeting its financial management and reporting obligations. The incumbent also provides support to other areas of the Budgets Section as required.

Service

Integrity

Leadership

Collaboration

Courage

Respect



Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	Appropriate degree in one of the following disciplines - Accountancy, Business, Economics or Commerce, majoring in accounting.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Management Accountant:

- Reports to the Manager, Budgets within the Financial Management Services Branch.
- Is a member of a team providing specialised financial advice and services.
- The incumbent is required to maintain a strong working relationship with senior management within the Agency as well as externally with other government agencies and authorities that includes Department of Treasury and Finance, Shared Services SA and Auditor-General's Department.

KEY OUTCOMES

- Assist the Branch to provide comprehensive and up-to-date reports for financial management and monitoring purposes by:
 - preparing various reports;
 - reviewing monthly Service Area reports;
 - assisting with the preparation of monthly financial/resource reports; and
 - maintaining best practice benchmarks, implementing process improvements, establishing targets and monitoring and reviewing performance to facilitate the maintenance of work standards and quality.
- Assist the Branch to monitor the department's recurrent budgetary performance by:
 - maintaining and reviewing budget parameters as they relate to the Budget Management Reporting System along with assisting with the preparing end of month and end of year budgets and forecasts of agency reporting requirements;

- preparation and analysis of monthly information and timely reports for the Executive Leadership Team (ELT), Budget Strategy Monitoring Committee (BSMC) and the Minister;
 - assisting with the Agency's budget process;
 - providing analysis of relevant financial and non-financial data; and
 - providing financial advice and costing services in relation to ad-hoc queries and budget submissions.
- Contribute to the continuing improvement in the management of departmental resources by:
 - undertaking finance related projects and investigations as required, appropriate to the position's classification;
 - participating in working parties, project groups and committees as required.
 - Contribute to the effective maintenance of workplace relations within the Branch by:
 - Participating in relevant training and development activities;
 - Participating in relevant decision-making processes, especially with regard to administrative support services, policies and procedures; and
 - Participating as an effective team member.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Appropriate degree in one of the following disciplines - Accountancy, Business, Economics or Commerce, majoring in accounting.
- Demonstrated ability to communicate effectively both verbally and in writing, with staff at all levels in a clear and concise manner.
- Experience in conducting financial analysis, researching and problem solving, exercising sound judgement, formulating appropriate solutions and providing clear and effective accounting / financial advice.
- Experience in performing financial analysis and the provision of budgeting and management reporting.
- Experience in Government accounting, principles, practices and procedures.

- Ability to deal with peak workloads, prioritise work and meet deadlines. Capacity to work independently without supervision and as a member of a team.
- Proven experience in the use of a range of computer applications, particularly Microsoft Excel.
- Possess a high level of personal integrity and credibility and maintain confidentiality.

Desirable Characteristics

- Membership to either the Institute of Chartered Accountants (CA) or the Australian Society of Certified Practising Accountants (CPA) or currently studying towards membership.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines.