



# Role Statement

Role title	Senior Financial Analyst	Classification	ASO6
Branch	Digital Investment Fund	Type of Appointment	Ongoing
Section	Digital Investment Fund	Position Number	P58510
Approved by	Director, Digital Investment Fund	Date	September 2025

## 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

As part of the 2023-24 State Budget, a \$200 million Digital Investment Fund (DIF) was established to drive more

strategic and targeted investment in digital initiatives across the South Australian public sector and provide the capacity to upgrade legacy ICT systems that present significant risk to the state. The 2025-26 State Budget, resulted in further funding for the DIF, currently totalling \$326 million, with a portion of \$28 million provided specifically to fund an Artificial Intelligence 'Proof of Value' Program (AI PoV) over a four-year period from 2025-26 to 2028-29.

The Department of Treasury and Finance (DTF) has built out the framework required to efficiently operate the DIF, with a specific framework for the AI PoV Program.

The Senior Financial Analyst is part of a high performing team and is accountable for providing a range of high-level financial analysis and consultancy services to stakeholders within the Department of Treasury and Finance and the public sector agencies applying for funding from the DIF. This role will work in close consultation with DTF's Budget and Performance and Finance branches to assist in managing the DIF Administered Items account funds and will lead the process of the release of DIF funding to public sector agencies for approved initiatives and AI PoV trials, and continue to monitor agency spend against the approved initiative and PoV funding.

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### What this role is responsible for

- Provide expert financial advice to project managers, project sponsors, senior management and executives on project budgeting for initiatives seeking funding from the DIF (for digital and AI stream initiatives) and for in-flight DIF initiatives.
- Establish and maintain project and whole of Fund level related financial records, including updating of the DIF database for financial records related to DIF and AI PoV funding submissions and in-flight DIF initiatives.
- Investigate, collect and analyse financial data to assess submissions to the DIF ensuring funding requests are appropriately modelled and recorded in a timely manner.
- Provide analysis, evaluate and interpret financial performance against key performance indicators and funding approvals to recommend opportunities for improvement and ensure compliance with relevant legislation and government policies and procedures.
- Perform complex functions associated with data analysis and visualisation, including statistical analysis to develop insights, build models and solve business needs.
- Assist public sector agencies to develop costing and cost-benefit models as applicable to new DIF initiative and AI PoV funding submissions.
- Contribute to the ongoing development of the framework to support the collation and analysis of data and intelligence.
- Develop and maintain strong relationships with internal and external stakeholders to maintain awareness of project activities and their impacts on the funding allocated to initiatives.
- Undertake financial analysis to contribute to the preparation of cabinet submissions, ministerial briefings, budget papers, Governance Board, Advisory Group and other relevant documentation as required.
- Contribute to the budget process in alignment with departmental strategic objectives.
- Identify and support process improvement initiatives.
- Contributing 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 Acts and associated legislation.

Note: Any other responsibilities in line with the classification level of the role as assigned by the Director, Digital Investment Fund and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

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### Who this role reports to

- Director, Digital Investment Fund

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## Key Relationships/Stakeholders

- Director, Digital Investment Fund
- Digital Investment Fund Team
- Office for Artificial Intelligence (AI) and Director, AI
- Budget and Performance Branch
- Accounting and Financial Services Branch
- SA Government agencies and Chief Services Officer (DTF)

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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:
  - National Police Check
  - General Employment Probity Check
  - Working with Children Check
  - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
  - Other: Nationally Coordinated Criminal History Check (NCCHC) – required every 3 years
- 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.

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## Essential Expertise

- Demonstrate significant discipline knowledge and understanding of Government financial policies, Departmental Guidelines, Accounting Standards, Treasurer's Instructions and Audit requirements.
- Experience in maintaining the integrity of financial data.
- Demonstrate conceptual and analytical skills, including the ability to critically assess and monitor complex financial information in collaboration with key stakeholders and present information to senior executives in an informative and innovative way.
- Anticipate the need for the development of new policies and procedures; provide direction and technical advice on changes to existing policy/procedures in pursuit of best practice opportunities.
- Demonstrated verbal and written communication skills, with the ability to produce high quality written documents, briefings, financial reports, action plans and recommendations.
- High level interpersonal skills, including the ability to liaise with a range of stakeholders and build effective relationships to deliver services that meet the needs of stakeholders using initiative, creativity, negotiation, consultation and conflict resolution skills.
- Demonstrated ability to work independently or within a team environment to prioritise work, meet deadlines and maintain a high degree of accuracy.
- Ability to interact with a range of software applications, including the advanced Microsoft Office suite, efficiently and adapt to changes in technology and/or systems.
- Tertiary qualifications in accounting, finance, commerce or related field.
- 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

- Expert level skills and experience in the use of MS Excel and related tools.
- Experience with analytics tools such as Tableau, Power BI or equivalent.
- Completion of studies offered by either CPA Australia or the Chartered Association of Accountants.

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