



Role Statement

Role title	Test Analyst	Classification	AS05
Branch	Shared Services SA (SSSA)	Type of Appointment	Temporary
Section	Finance Reform Program Executive Director, Shared	Position Number	P50883
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

The Test Analyst will undertake a key role in the Finance Reform Program (FRP) being led by Shared Services SA to replace the Government's main financial management system (FMS), Masterpiece. The existing system, used by the majority of SA Government Agencies (excluding SA Health), was implemented 30 years ago and is reaching the end of its useful life.

The implementation of a new contemporary FMS, and best practice processes, will fundamentally change the way finance activities are performed across all in-scope Agencies and impact a broad range of stakeholders, including financial, ICT and operational teams.

The program of work includes the procurement of a new financial management system, design of standardised business processes leveraging industry leading practices and out-of-the-box functionality, testing and deployment of the new system across a wide range of government agencies and significant change management and stakeholder engagement activities.

The role of the Test Analyst is to support the Test Lead and Test Coordinator FRP in testing the future solution configuration and business process to ensure that documented functional and technical requirements are delivered and the acceptance criteria is met within timeframe. The Test Analyst is responsible for executing test activities to ensure that systems and applications meet business requirements and quality standards. This role involves identifying defects, and working closely business analysts, and stakeholders to ensure issues are resolved.

What this role is responsible for

- Assist with the effective provision of high-quality testing of the future solution configuration and business process.
- Engage in the management and execution of test plans and schedules in a complex environment across all phases of testing (System testing, System Integration Testing (SIT), User Acceptance Test (UAT) including the preparation and load of data and end-to-end testing of the new financial management system solution.
- Identify, create and modify test scenarios and test scripts in collaboration with SSSA and Agency Stakeholders.
- Support daily testing calls and defect triage meetings with the FRP Technical and Functional team members and publish daily/weekly test metrics.
- Manage daily bridge calls with Agencies during UAT.
- Execute testing to agreed test plans and record test results and update test schedules on a timely basis.
- Utilise problem solving and analytical skills to identify, analyse and escalate potential issues as required. This includes ensuring that all defects are documented correctly and managed effectively.
- Maintain accurate and complete records of all key project documentation, governance forums and decisions 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 Acts and associated legislation.

Who this role reports to

- The Test Analyst reports to the Test Lead, FRP
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Key Relationships/Stakeholders

- Test Lead
 - Testing Coordinator
 - Finance Reform Program Team – multiple workstreams (Functional, Technical, Change and Training and project Management Office) staff System Implementation partner (SIP) staff.
 - Staff across Shared Services SA
 - Key contacts and customers in client agencies across the Public Sector
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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:
 - Satisfactory Security Clearance - General Employment Probity Check
 - SAPOL
 - 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

- General knowledge of finance business process and procedures in a complex environment and apply skills to future state system and processes.
- General IT experience, understanding of testing methods and techniques, understanding the use of the application being tested.
- Experience with defect tracking.
- Ability to communicate and engage professionally with peers, staff and stakeholders both verbally and in writing.
- Effectively work as member of a team and contribute to a collaborative and positive team environment.
- Experience and skills in the use of Microsoft Office suite of programs.
- Ability to problem solve and identify, diagnose and analyse complex issues.
- High level attention to detail with the ability to work autonomously and multi-task with a focus on service quality.
- Proven ability to work successfully under limited supervision, set priorities and organise work to meet deadlines, including managing competing demands and tasks in a complex work environment.
- Demonstrated ability to work effectively under pressure with frequently changing priorities

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- 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

- SA Public Sector business process knowledge.
- Experience in assisting with test scenario and test script development.
- Knowledge in the use of collaboration and case management tools like JIRA to assist manage the test process.

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