Government of South Australia
Department of Treasury and Finance

Role Statement

Role title	Test Coordinator	**Classification**	AS06
Branch	Shared Services SA (SSSA)	**Type of Appointment**	Temporary
Section	Finance Reform Program	**Position Number**	Multiple
Approved by	Executive Director, Shared 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	High Performing	Trusted Partner	Agile	Fulfilled and Fun
We are analytical, evidence based, innovative and creative.	We are known for achieving successful and timely outcomes.	We work better together. We lead, partner, and collaborate to help solve the big challenges.	We organise around opportunities critical to our state and are flexible in responding to challenges.	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 Coordinator will undertake a key role in the Finance Reform Program (FRP) being led by Shared Services SA (SSSA) 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 Coordinator is to support the Test Lead, 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 tight timeframe. The Test Coordinator is responsible for planning, coordinating, and overseeing all testing activities within the program to ensure that systems meet defined quality standards and business requirements. This role acts as a central point of communication between stakeholders and testing teams, ensuring that testing is executed efficiently, risks are identified early, and defects are managed effectively.

What this role is responsible for

- Assist with the effective provision of high-quality testing of the future solution configuration and business process.
- Provide subject matter expertise to support the effective, testing and deployment of a new contemporary financial management system.
- 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, ensuring that testing is reflective of both SA Government design, requirements and business conditions.
- Monitor test scenario to requirement traceability.
- 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 and responsible for escalating issues and change impacts identified through testing across the Finance Reform Program team.

- Present findings and summarise information from testing activities both verbally and in writing where functionality does not fully meet business requirements and processes.
- Participate in workshops and discussions with key internal and external stakeholders as required to support testing activities.
- Support daily testing calls and defect triage meetings with the FRP Technical and Functional team members and publish daily/weekly test metrics.
- 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 Coordinator reports to the Test Lead, FRP

Key Relationships/Stakeholders

- Test Lead
- Finance Reform Program Team - multiple workstreams (Functional, Technical, Change and Training and Project Management Office) staff Systems Implementation Partner (SIP) staff
- Staff across Shared Services SA
- Key contacts in client agencies across the Public Sector

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
  - ☐ Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
- 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.

Essential Expertise

- 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.

- Proven experience of finance business processes and procedures in a complex environment and proven ability to apply knowledge to future state systems and processes.
- Sound level of problem-solving skills demonstrating the ability to identify, diagnose and analyse complex issues.
- Proven ability to work successfully under limited supervision, set priorities and organise work to meet deadlines and adapt to changing operational requirements in a complex and demanding environment.
- Proven ability to analyse data, propose solutions, provide advice and present recommendations, both verbally and in writing.
- Excellent stakeholder management and communication skills, with the ability to liaise between technical teams and business users.
- Experience with defect management tools and processes, with the ability to track, prioritise, and resolve issues effectively.
- General IT experience, understanding of testing methods and techniques, understanding the use of the application being tested.
- Experience and skills in the use of Microsoft Office suite of programs.
- High level attention to detail with the ability to work autonomously and multi-task with a focus on service quality.
- Proven success working flexibly and maintaining personal resilience whilst effectively under pressure with frequently changing requirements and priorities.
- Strong communication and interpersonal skills to engage professionally with peers, staff and stakeholders.
- Ability to work as a member of a team and contribute to a collaborative and positive team environment.

Desirable Expertise

- SA Public Sector business process knowledge and experience.
- Experience with test scenario and test script development.
- Experience in testing Oracle or other common Financial Management System.
- Experience supporting or coordinating small teams.
- Experience in the use of collaboration and case management tools like JIRA to assist manage the test process.
- Experience in large scale complex projects and operating in a complex environment.