

Financial Business Advisor

Department for Child Protection

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

CLASSIFICATION:	ASO7	DIRECTORATE:	Finance and Corporate Services
REPORTS TO:	Manager, Performance and Finance	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Financial Business Advisor is a role within the Department for Child Protection (DCP) and is accountable to the Manager, Performance and Finance for the effective and efficient delivery of a financial advisory, modeling and analysis support function to the Department. The key functions of this role include undertaking the effective delivery of specialist and expert guidance, advice and information to influence the ongoing management and improvement of financial performance, monitoring, reporting and analysis. This includes assuming responsibility for complex and critical budget development and forecasting processes, and delivering financial expertise and leadership that influences future strategic planning and policy.

YOU WILL BE ADDING VALUE BY:

1. Provide financial leadership and expertise across the Department of Child Protection (DCP), through the delivery of financial support services that facilitate the achievement of critical strategic business priorities and directions, in alignment with existing and emerging Agency objectives, including contributing expert input into relevant financial strategic planning and policy processes.
2. Deliver expert and high level input, direction and support for the management and monitoring of critical DCP's budget processes, including overseeing and ensuring that all deadlines associated with the budget processes are effectively met, and identifying, analysing and managing any issues that arise from the complex functions being undertaken.
3. Deliver high level and specialist support, advice and guidance to ensure that complex budget journals and associated requests are processed in a timely, accurate and compliant manner that meets the required regulatory and quality standards.
4. Provide financial guidance and support to ensure the effective, accurate and consistent management and preparation of budget development and forecasting functions, including conducting the complex identification and evaluation of budget issues, and developing and implementing high level, innovative and appropriate solutions.
5. Provide high level, expert and influential advice, consultancy and reports on a range of opportunities, risks and issues that may impact on DCP's financial management goals and objectives.
6. Contribute to the development of, and provide high level financial guidance and advice for the improvement of, complex business cases, business plans and processes that seek to deliver improved financial services and cost efficiencies.
7. Deliver expert input or coordination for the complex preparation, evaluation, coordination and execution of financial projects, including the negotiation and management of documentation, plans performance and reporting.
8. Maintain close and collaborative relationships with internal and external stakeholders and deliver a range of high level reports, Ministerials, briefings, recommendations and correspondence to support the effective financial management of the Department.
9. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DCP policy & procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



WHO YOU WILL WORK WITH

- Manager, Performance and Finance (line manager) Staff within the Financial and Corporate Services Directorate and throughout the department.
- DCP Senior Executive and Management
- Staff across all relevant DCP business units and sites.
- Government and Non-Government officers across the state.
- Key stakeholders such as the Department of Treasury and Finance.

QUALIFICATIONS

Essential:

- Nil

Desirable:

- An appropriate degree qualification in accountancy, business or commerce

YOUR CAPABILITIES:

- Significant experience in, and detailed knowledge of, whole of government financial frameworks systems, associated Treasury instructions, accounting standards, policy and legislation and governance, including researching and analysing complex and critical financial data and documentation.
- The incumbent will be expected to have excellent interpersonal and communication skills a strong work and personal ethic, which supports the requirement to liaise closely with representatives from across the Finance and Data Division units including senior and executive personnel, to facilitate, follow up and report on business planning of programs, evaluations and reviews and other business improvement strategies.
- Deliver a complex and sensitive financial function within a highly complex and politically sensitive strategic and regulatory environment.
- Ensure the ongoing development and management of effective and positive partnerships with stakeholders across the agency, in order to influence and ensure that DCP financial priorities and targets are met.
- Work with a high level of personal and professional integrity, motivation and innovation, and fostering the development and maintenance of a positive, collaborative and professional team
- Demonstrated high level interpersonal and communication skills, which demonstrate a strong capacity to build and maintain relationships with diverse stakeholders on a range of sensitive and complex issues to achieve positive outcomes, and to effectively identify and manage conflict and encourage win/win outcomes that support organisational goals and objectives.
- Proven capacity to work effective under broad direction, either independently or within a team, and to be highly self-motivated and organised, demonstrate well developed judgement, initiative and an ability to remain focussed on agreed objectives, which require the management of competing priorities.
- Demonstrated significant skills in driving and implementing complex and sensitive changes and in significantly contributing to change processes through the application of high level analytical and problem solving skills and strategic thinking ability.
- Proven extensive experience in providing high level and expert financial services in a senior financial management capacity within a large complex organisation that is characterised by continuing change and the requirement to manage competing priorities.
- Demonstrate extensive experience in the strategic management of significant financial resources, including undertaking complex financial business analysis and forecasting, developing financial strategies to improve financial performance, and communicating the information concisely and accurately, in either verbal or written format to accommodate the key stakeholder audience.
- Proven ability to work independently, under broad agency direction, exercise sound judgement in the development and implementation of practical solutions within defined budget and timelines and to plan activities and set priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.



OUR COLLECTIVE RESPONSIBILITIES

SPECIAL CONDITIONS

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP’s status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP’s commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- 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*.

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Performance and Finance.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

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