

Role Description

OFFICIAL



Government of
South Australia



human
services

Financial Compliance Analyst, ASO4

Role title:	Classification:
Financial Compliance Analyst	ASO4
Division/Business unit:	Reports to:
Finance and Business Services / Finance	Manager, Financial Compliance and Accounting Services

Role purpose:

The Financial Compliance Analyst is a role within Finance and is accountable to the Manager, Financial Compliance and Accounting Services for:

- providing a range of financial and accounting services which support the Financial Compliance and Accounting Services function;
- assisting in the preparation of financial documentation, reports and briefings;
- collecting and reviewing financial data to identify any compliance and accounting issues;
- maintenance of financial registers, bank reconciliations and follow-up of outstanding issues
- assisting with the annual year-end financial statements process; and
- undertaking minor financial compliance related projects and investigations within the Department of Human Services (DHS).

Key outcomes and accountabilities:

1. Contribute to the delivery of a range of professional financial accounting and compliance services in accordance with statutory and policy requirements.
2. Undertake financial reviews in accordance with established policies, procedures and work plans.
3. Participate and assist in the facilitation of financial compliance training initiatives across DHS to support a culture of financial responsibility.
4. Contribute to the development, review and implementation of accounting policies and procedures to improve work practices and financial compliance.
5. Perform regular financial and bank reconciliations, compliance testing and follow-up actions.
6. Meet key departmental and government timelines in relation to financial compliance and accounting matters.
7. Develop and maintain internal and external stakeholder communications and relationships.

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

Special conditions:

- Some out of hours work and intra/interstate travel may be required.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager, Financial Compliance and Accounting Services.
- Finance and Business Services staff.
- Staff across the Department and external organisations.

Budget/Delegations:

No budget or delegation accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Administrative Support** - manage, plan and provide quality administrative and other support services and contribute to the ongoing development of associated policies and procedures.
2. **Analyse and Report** - analyse and integrate information from a variety of sources to develop and deliver reports and presentations.
3. **Attention to Detail** - check accuracy of information, follow procedures and processes to avoid errors and take corrective action to minimise mistakes and notify others when appropriate.
4. **Autonomy** - ability to work unsupervised, handle high volumes of work, to use initiative, organise priorities and meet deadlines.
5. **Finance Knowledge Base** – demonstrate discipline knowledge and understanding of Government policies, Departmental Guidelines, Accounting Standards, Treasurer's Instructions, and Audit requirements.
6. **Interacting with Technology** – Interact with a range of software applications, including Microsoft Office suite, efficiently and adapt to changes in technology and/or systems
7. **Relationships and Networks** - establish and maintain effective relationships and networks with internal and external stakeholders.

Qualifications:

Essential: Degree in Accounting, Commerce, Finance or other related discipline.

Key leadership competencies and expected behaviours at this classification:

Supports and implements strategic direction

- Understands the big picture and contributes to the development of strategic direction for the BU.
- Assumes ownership of team goals and business objectives.
- Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- Delivers results and improvements to meet team objectives.
- Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- Abides by the laws, regulations and policies determining team and individual role activities.
- Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- Monitors team/project performance and seeks feedback to guide improvements.
- Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence



- Adds value to the BU by setting, reaching and encouraging high performance standards.
- Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- Provides others with ongoing feedback and coaching for development.
- Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- Embeds a strong customer service ethos by understanding needs.
- Effectively manages resources to meet competing and complex demands.

Cultivates productive working relationships

- Seeks to understand the perspectives of others and the implication in the wider public sector.
- Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- Engages in strategic relationships with internal and external stakeholders.
- Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly.

Exhibits personal drive and professionalism

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:		
Assessed by: Andrew Beckmann, HR Business Partner		Date: 20 April 2023
Approved by: Daniel Green, Director, Finance		Date: 15/05/2023